



Position Title:	Finance Trainee	Position No:	CF34
Classification Level:	Administration Officer (AS01)		
Reports to:	Finance Business Partner	Direct Reports:	Nil
Special Measures:	<i>Designated Aboriginal and or Torres strait Islander position</i>		

POSITION OVERVIEW

This position will provide day-to-day support for financial operations, including assisting with accounts processing, financial reporting, and maintaining accurate financial records. The successful candidate must enrol in a Certificate II, III, or IV related to finance or business administration and show a commitment to learning and development. This position will also report to the Learning and Development team for outcomes related to learning, as well as to the Finance Manager for operational outcomes.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide general administrative support for the finance team, including tasks such as preparing financial documents, data entry, and assisting with payment processing.
- Assist with maintaining financial records in accordance with internal policies and accounting standards.
- Help in the preparation of financial reports and reconciliation of accounts.
- Learn and assist in the processing of invoices, purchase orders, and expense claims.
- Support with other finance-related tasks.
- Participate in on-the-job training, gaining exposure to various financial functions and projects.
- Complete study requirements related to the certificate qualification.
- Comply with the NLC's policies and procedures to ensure appropriate financial and operational standards are met.
- Perform any other reasonable tasks and duties relevant to the position as directed by the Finance Manager.
- Adhere to NLC's Code of Conduct and foster a professional, respectful, and collaborative work environment.
- Actively participate in performance enhancement processes and fulfil the learning and development requirements for the role.
- Ensure personal health and safety and that of others by working safely and adhering to WHS policies.
- Report any workplace hazards or incidents to the supervisor immediately and complete all necessary incident reports.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Completion of Year 10 or equivalent education or previous relevant work experience.
- Good attention to detail and proficiency in computer software, especially Microsoft Excel and other financial tools.
- Confidently and respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- Complete work & study tasks within set timeframes and standards
- Be punctual and have excellent attendance to work and study commitments.

DESIRABLE REQUIREMENTS

- Experience with financial software or systems is an advantage.
- C Class driver's licence.

Date Approved: November 2024