



POSITION DESCRIPTION

Administration/Finance Trainee

Purpose:

The Administration Trainee will develop the skills and knowledge in Local Government and possess the ability to provide efficient, timely and quality customer service, financial information and administration support to the Corporate and Community Services team. The Administration Trainee will work from the front counter, carrying out reception duties, receipting, customer enquiries and Department of Transport licensing transactions.

As this position is a link between daily customers and the Shire of Cuballing, the Administration Trainee will provide high quality and friendly administrative service. As part of the Administration team the Administration Trainee will contribute to the successful delivery of outstanding customer service and be able to engage with people of all ages and from diverse backgrounds. This position may also be assigned projects by senior staff as resources and time permit.

Key Duties/ Responsibilities

Customer Service

- Perform licensing on behalf of Department of Transport.
- Provide timely assistance to customers in all aspects of Council operations.
- Respond to incoming phone and counter enquiries and provide accurate, timely and appropriate assistance to customers in a professional, friendly and courteous manner.
- Undertake general administrative tasks.
- Records and information management, ensuring key information is recorded in the Council records management system.
- Understand, refer to and abide by Councils policies, procedures and work practices.
- Basic record keeping of Shire documents and banking processes.
- Provide assistance to other team members as required.
- Daily use of computer applications including Microsoft Word and Excel, internet browsers and email software.
- Other projects as identified.

Occupation Health and Safety

- Comply with the Shire's Risk Management Policy Procedures.
- Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions.
- Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees.
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.

Training and Qualifications

The successful applicant will be expected to successfully complete Department of Transport training in Perth as soon as possible after commencement and is required to hold:-

- Current Driver's Licence
- Current Police Clearance

The successful applicant will be expected to complete the following during the traineeship;

- Certificate III in Local Government

with costs of training to be met by the Shire of Cuballing.

These Key Duties/Responsibilities may vary over time as a result of the developing skill level and competency of the successful applicant.

Daily Responsibilities:-

Open blinds.

Raise and lower flags.

Check key dropbox by front door.

Deliver and collect mail, milk and refreshments from Roadhouse.

Enter incoming mail and distribute to relevant parties.

Answer phone and front counter enquiries.

Perform Banking duties and present to Bank every Tuesday or more frequent depending on time of year.

Perform Coles shopping as required

Collect freight as required

Collate Purchase Orders to invoices

Filing

Printing and distribution of 'Cuby News'

Delivery of Council Agendas

Perform Department of Transport transactions

Receipting

Perform End-of-Day reconciliations

Close Blinds and lock doors and safe at end of day

Record and type Administration office toolbox minutes

Wipe down counters (as required)

Assist with processing Debtor invoices

Add approved Building Licenses to Council property database

Check Rain gauge and record on rainfall chart on a daily basis