

Position Description

Position Title	Finance and Administration Trainee
Position Reports to	Financial Controller
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Fixed Term
Last Updated	November 2023

Why are we here?

Purpose: We partner with our customers to create their best life.

Our Vision: To fulfil the unmet support needs of our community and enrich lives every day.

How do we do this?



What is your purpose?

The Finance and Administration Trainee provides an entry level opportunity into a finance career.

The position will be trained in all areas of Reception, Administration, Accounts Payable, Accounts Receivable, Petty Cash and End of Month Procedures. Training will be provided by the Finance Lead of the area throughout a scheduled rotation. Our Trainee will also provide valuable back up support to the Finance and Administration Team when employees are on leave and will be required to work across our Head Office and Social Enterprise Locations.

The Finance and Administration Trainee will be provided support to complete their Certificate IV in Bookkeeping and Administration by way of study time and expert support from our Finance Specialists.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery – Finance and Administration Tasks	<ul style="list-style-type: none"> Support the delivery of reception duties including incoming and outgoing mail, customer and telephone services Provide responses to customer and supplier queries Ensure procedures are followed for all visitors, customers and deliveries signing in and PPE

	<ul style="list-style-type: none"> • Undertake assigned finance and clerical duties including data entry, filing, ordering of goods and services, reconciliations. • Complete a training rotation for Finance and Administration team, including but not limited to; <ul style="list-style-type: none"> ○ Head Office – Reception including the allocation of works and Supervision of our Supported Employee Team ○ Head Office - Accounts Receivable and Accounts Payable functions ○ Social Enterprise – Administration, Accounts Receivable, Accounts Payable and Reception functions
Service Delivery – Container Deposit Scheme	<ul style="list-style-type: none"> • Complete the daily reconciliation of E-Cash and Singulators at our Butt St and Neerim Crescent Container Deposit Scheme (CDS) Recycling Sites • Complete weekly reconciliation of Recipient Created Tax Invoices from our service partner Tomra Cleanaway, ensuring payments align to daily reconciliations of items processed and cash dispensed • Provide support to our Supported Employees for lunch time coverage at the Butt St Location • Support the Financial Controller and Business Manager in the cash order, delivery and loading process for the CDS
Traineeship	<ul style="list-style-type: none"> • Enrol and participate actively in Certificate IV in Bookkeeping and Administration classes and studies • Ensure requirements of traineeship agreement are met with training provider • Ensure study time allocated in work hours of 30 minutes per week is utilised effectively.
Employee Experience and Collaboration	<ul style="list-style-type: none"> • Promote a positive and safe work culture by: <ul style="list-style-type: none"> ○ Complying with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and related McCallum OHS Policies and Procedures ○ Identifying and resolving any OHS hazards and incidents in a timely manner in alignment with the policy ○ Wearing and maintaining personal protective equipment and clothing correctly ○ Correct manual handling procedures are followed • Ensure all policies and procedures are followed in line with our quality management system • Keep informed of changes to policies, procedures and McCallum new by regularly checking Blink. • Ensure effective record keeping and ensure all documentation is kept up to date • Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in feedback meetings with the Accountant • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing • Participate in wider McCallum projects and initiatives as required.

What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do.
- You value accuracy and attention to detail as well as developing effective and efficient systems of work.
- You take pride in ensuring your tasks are completed to the highest standards and meet the accounting and NDIS guidelines.
- You are a consultative, collaborative and inclusive team member
- You achieve results. You are focused, organised, work to a plan and deliver.
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You are a team player that actively participates and champions a supportive and values driven work environment.

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- NDIS Worker Screening Check
- Right to Work in Australia; and
- Current Driver's License.

Essential

- A dedication to learning new tasks, processes and procedures
- A desire to work in the field of Finance and Administration
- A commitment to completing a Certificate IV in Accounting and Bookkeeping
- Demonstrate basic numeracy, written and verbal communication skills.
- Demonstrated understanding of what good customer service looks like.

Approval:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CEO Signature: _____ Date: _____