

Position Title	Cadet Finance
Department	Corporate
Unit	Finance
Team	Financial Operations
Supervises	
Reports To	Team Leader Financial Processes
Grade Range	
Date Prepared	20/11/2024
Date Last Updated	

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

Our Cadet Finance position is for a university student who is in their final or penultimate year of their relevant tertiary qualifications in accounting, commerce, business or finance.

The Cadet Finance will assist Council's Finance Team in a wide range of finance and accounting tasks. This role will enable a cadet to gain valuable experience in Local Government finance and develop practical accounting skills.

The position will contribute to the operations of the Finance Team through active teamwork and effective performance of the key responsibilities and duties of the position and ensure system integrity and compliance with Council's financial reporting processes and objectives.






Accountabilities

- Assist maintaining the completeness, accuracy, reconciliation, reliability and integrity of Councils financial ledgers.
- Assist in delivering Council's cash management, treasury and banking functions and maintenance of cash reserves.
- Assist the preparation and timely lodgement of all statutory returns, reports and reconciliations.
- Assist in the preparation of Council's Annual Budget.
- Provide support in the financial performance reporting for Council including monthly management reporting, capital works, and other reports as requested.
- Process general ledger journals ensuring full documentation, accuracy and authorisation is adhered to, in accordance with standard accounting policy and procedures.
- Assist with the maintenance and data integrity of the asset register in Council's financial management system for all purchases, sales, transfer and disposal of assets.
- Provide support to other areas within the Finance Unit including Accounts Payable, Accounts Receivable, Treasury, Taxation and Rates.
- Assist as required with internal and external audit engagements.
- Undertake other duties as requested by the Team Leader Financial Processes.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Foundational	<ul style="list-style-type: none"> • Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Resources		
Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Currently in final or penultimate year of a relevant tertiary qualification in Accounting, Commerce, Business or Finance.

Essential Experience

- Ability to work with accuracy and attention to detail.
- Ability to work with limited supervision and meet deadlines.
- Ability to work in a team environment.
- General computer literacy including basic proficiency in Microsoft Word, Excel and email.
- Good interpersonal skills, and written and verbal communication skills.
- Highly motivated and willingness to learn.

Desirable Qualifications and or Experience

- Demonstrated capacity and willingness to learn and grow within the organisation.
- Work experience in finance, accounting, business administration or local government fields.
- Demonstrated understanding of finance, accounting, budgeting and statutory financial reporting.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Does this position require incumbent to undergo criminal reference check?

☒☐

Does this position require incumbent to demonstrate good driving
Licence class required: No Licence Required

☐☒

Will incumbent need to make disclosure of pecuniary interest?

☐☒

Could there be a conflict of interest with secondary employment?

☒☐