

Position Vacant

Job Title: **Trainee & Administration Officer**
Work type: Full time position
Department: Finance
Pay range: \$52,000 – \$60,000 per annum + superannuation, dependant on qualifications and experience

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is based in the Cairns support office.

Reporting to the Finance Manager the purpose of this position is to provide assistance to the Finance team with a focus on supporting Purchasing, Reception, Travel and administrative functions.

Key Accountabilities

In conjunction with study, the Trainee Finance Officer will be responsible for:

- Supporting the Purchasing and Administration Officer by efficiently and effectively undertaking administrative, clerical and financial support.
- Providing customer service support, including but not exclusive to: answering phones; booking travel for Community members; processing identity card for Community members and; providing face-to-face support as required.
- Registering of internal and external correspondence into Council's information management system.
- Undertaking data entry duties as required.
- Undertaking preparation of documents through operation of photocopiers, computers and printers.
- Completing filing and archiving.
- Attending and participating in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.

- Attending and completing relevant on-the-job training as required.
- Completing Certificate in Administration in partnership with Council's approved Apprenticeship and/or Training provider.
- Other duties as directed by the Finance Manager
- Minimum twice yearly travel to Aurukun for leave relief support in the Administration office and training

The Trainee Purchasing and Administration Officer will also support the duties of the Cairns Finance team as required.

Qualifications, Skills and Attributes

Essential

1. 15 years and over with Secondary education complete to Year 11 or above
2. Experience using a range of computer software packages, including word processing, spreadsheets, and databases
3. Willingness and desire to complete a Traineeship within a Local Government setting
4. Ability to manage both Aurukun community and work expectations particularly in respect to working within a Local Government setting.
5. Ability to work independently and as part of a team to achieve positive outcomes

Desirable

6. Identify as Aboriginal or Torres Strait Islander person with significant knowledge of the Aurukun community and ability to speak and understand Wik Mungkan
7. Certificate II or III in Business Administration or equivalent experience
8. Related work experience in Purchasing or Administrative positions
9. Knowledge and understanding of workplace health and safety issues as they relate to the position
10. Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Legislation
11. Strong interpersonal and communication skills with ability to negotiate and manage conflict
12. Possession of or ability to acquire Queensland Driver's Licence

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$52,000 - \$60,000 per annum plus superannuation
- Traineeship for Certificate II or III in Business Administration
- Access to our Employee Assistance Program (EAP)
- Off street parking in the Cairns city office

How to apply

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 17 April 2026.

Shortlisting for this position will begin immediately and Council reserves the right

fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au