

We will give you heaps of support

We understand that this may be your first full-time job, so we will provide many training activities to support you in your transition from study to work.

You will be provided with the opportunity to participate in various short courses aimed at equipping you with the skills and knowledge you need to become a high quality Finance employee.

You will also have the chance to be paired with a buddy to help you find your way around work, and a mentor to provide you with advice and guidance on your career.

We will pay for your university degree

If you want to study part-time while you work we will pay for your course fees upfront. Yes that's right – no HELP debt! You will also be eligible to take up to 6 hours of paid study leave per week.

If you don't have the right ATAR for your chosen degree you can undertake two bridging courses which will then be credited towards your degree.

Eligibility requirements

To apply for the Career Starters' Program you must meet the following criteria:

- be an Australian Citizen, or going to be granted Australian citizenship before you commence employment and be able to provide evidence of this; and
- be currently completing your Year 12 Certificate, or have completed it within the last 2 years.



How to apply

You can apply online through our website www.finance.gov.au.

More information

Look at: www.finance.gov.au

Call us: Recruitment Hotline (02) 6215 1717

Email us: recruitment@finance.gov.au



Australian Government

Department of Finance and Deregulation

Career Starters' Program



Your First Step to Success



What is the Department of Finance and Deregulation?

The Department of Finance and Deregulation (Finance) is one of the Australian Government's central agencies.

We help the Government to shape and deliver its agenda, particularly in relation to the budget and spending, better practice regulation and the operation of Government.



Completed Year 12, what's next?

Study? Work? Travel?

Don't know what to do when you finish year 12? Take your first step to success with the Career Starters' Program.

As a Career Starter you will experience:

- a competitive starting salary;
- a stable, full-time permanent job;
- flexible working arrangements;
- 4 weeks paid leave per year;
- the opportunity to study part-time at University with your course fees paid for by the Department;
- 12 months of training activities;
- lots of support from managers and colleagues;
- exercise classes and health programs, as well as free gym membership; and
- onsite cafes, free car-parking and lots of social activities.

Our Career Starters perform roles such as:

- general administration (filing, data entry, processing invoices, answering phones and written requests);
- project or contract management (coordinating meetings, tracking tasks, drafting reports, organising events, liaising with stakeholders); and
- policy development (researching issues, sharing ideas and writing reports).

Located in Canberra

Career Starters will be working in one of the Canberra offices of the Department located in Parkes, Barton, Fyshwick, Mitchell and Hume. Our main buildings are located in Parkes, within the Parliamentary Triangle.

Facilities and social activities

We provide a number of excellent facilities to our staff including:

- a free gym;
- cafes;
- ATMs;
- free parking; and
- a dry-cleaning service.

We also run many social events throughout the year such as a movie night, ski trip, regular happy hours, a themed ball, multicultural festival, barbeques and a trivia night.

Finance staff are very keen on their sports and many participate in the annual golf day, lawn bowls, ten pin bowling, softball, soccer and rugby competitions.