Don’t know what to do when you finish Year 12?
Take your first step to success with the Career Starter Programme.

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 apply for study part-time
- a structured development programme, comprising of training, forums and networking events
- support from a buddy and mentor
- lots of support from managers and colleagues
- access to exercise classes, health programmes and a free gymnasium
- onsite cafes and lots of social activities.

How to apply
Keep an eye on our website for opening and closing dates. You’ll be able to apply online at www.finance.gov.au.

Career Starter Programme
Your first step to success

Look
www.finance.gov.au

Call
(02) 6215 1770

Email
recruitment@finance.gov.au

Completed Year 12... what’s next?
Study? Work? Travel?

www.finance.gov.au
Located in Canberra
Career Starters will be working in one of the Canberra offices located in Parkes, Barton, Fyshwick 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 and a dry-cleaning service, all within walking distance of the lake and close to the city.

We also run many social events throughout the year such as charity fundraisers, barbeques and a trivia night.

Finance staff are very keen on their sports and many participate in lunchtime soccer and touch football competitions.

What is the Department of Finance?
The Department of Finance (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, spending and the operation of Government.

Our Career Starters perform roles such as:
• general administration (filing, data entry, processing invoices, answering phones and written requests)
• project or contract assistance (coordinating meetings, tracking tasks, drafting reports, organising events, liaising with stakeholders)
• policy development (researching issues, sharing ideas and writing reports).

Imagine earning a great salary with 4 weeks paid leave per year!

We will give you plenty of support and training
We understand that this may be your first full-time job, so we will provide you with a lot of support as you transition from school to work.
As a Career Starter you will participate in a structured development programme, comprising of orientation, regular training, forums and networking events designed to equip you with skills and knowledge to become an effective Finance employee.

You will have the opportunity to be paired with a buddy, to help you find your way around work, as well as a mentor to provide you with advice and guidance on your career. You can also become part of the Career Starter Alumni, providing an opportunity to build networks and friendships with current and former Career Starters.

You can apply to undertake study
As a Career Starter, you are eligible to apply for access to Finance’s Study Assistance Programme after completing your probation period. Through Study Assistance, you may be eligible for a financial contribution towards your study fees and up to six hours of paid study leave per week. You can apply to study a qualification directly relevant to your role, the work of Finance or the APS more broadly.

Eligibility requirements
To be eligible to apply for the Career Starter Programme you must:
• You must be an Australian Citizen, or going to be granted Australian citizenship before you commence employment and be able to provide evidence of this.
• You must be currently completing your Year 12 Certificate, or have completed it within the last two years.

Make the transition from college to work in a fun and supportive environment

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