



Australian Government

Department of Finance





About the Department of Finance

Now more than ever, it is an exciting time to join the department. We are on a journey of internal change that will continue to modernise the way we do business. We are modern, agile and connected to deliver advice and services more responsively and efficiently, and in a more sustainable way. The work we do is varied and interesting, and there are many opportunities to work on projects in a model similar to a professional services firm, with all the benefits of the public sector.

Take your first step to success with the Career Starter Program

The Department of Finance is a central agency in the Australian Public Service and plays a significant role in many areas of the government's agenda, to ensure its outcomes are met.

The department is committed to advancing public sector reform and leading the public sector in delivering excellence and value in government business.

One of our key responsibilities is supporting the delivery of the Australian Government Budget, however our work extends well beyond managing government expenditure.

Some of the areas we manage and provide advice on include:

- the government's non-defence domestic property portfolio
- key asset sales
- the government's financial framework
- Government Business Enterprises

- general insurance services to other government agencies
- risk management
- whole-of-government procurement
- whole-of-government ICT.

The department is a diverse and inclusive workforce which aims to attract, retain and support employees from all diversity groups. We are of the firm belief that to ensure the department is viable, productive and innovative, we need to utilise the capabilities, skills and experience of people from diverse backgrounds.

Currently we have four diversity related networks which contribute to the positive culture of the department:

- Aboriginal and Torres Strait Islander Staff Network
- Lesbian, Gay, Bisexual, Transgender and Intersex Plus Network
- Gender Equity Network
- Young Leader's Network.

What can you expect?

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 program, comprising of training, forums and networking events
- support from a buddy & mentor
- lots of support from managers and colleagues
- access to exercise classes, health programs and an onsite staff gymnasium
 - onsite cafes 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 assistance (coordinating meetings, tracking tasks, drafting reports, organising events, liaising with stakeholders)
- policy development (researching issues, sharing ideas and writing reports).

we believe our people are the most important asset and we make sure we invest in them

Find out more about how you can be a part of our Career Starter Program.

<http://www.finance.gov.au/about-the-department/working-at-finance/recruitment/career-starters/>

Located in Canberra

Career Starters will be working in one of the Canberra offices located in Forrest, Symonston and Hume.

Our main building is located at One Canberra Avenue.

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

- a free gym onsite
- cafes
- ATMs and a dry-cleaning service

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.

About

Don't know what to do when you finish Year 12?

Support and training

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 program, 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.

We are looking for career starters who are responsive, comfortable with change, who want to be challenged and work in a flexible and fast paced environment. Career starters that demonstrate a desire to learn and who have the right attitude.



As a Career Starter, you are eligible to apply for access to Finance's Study Assistance Program 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.

About

Apply

To be eligible to apply for the Career Starter Program 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.
- have completed your Year 12 Certificate, in 2016 or be completing it in 2017.

(02) 6215 1717

jobs@finance.gov.au

www.finance.gov.au

Applications
for our 2018 Career
Starter Program open
August 2017.

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