

Financial Services Traineeships

Financial services offer a career encompassing administrative, clerical and customer service roles across a range of industry sectors. Trainees may monitor cash flow and lines of credit, prepare invoices, purchase orders and bank deposits, reconcile accounts against monthly bank statements, and ensure all health and safety practices are adhered to.

What are some of the duties involved in a financial services traineeship?

- ✓ Reconcile invoices and despatch payments
- ✓ Calculate, analyse and investigate the costs of proposed expenditure
- ✓ Allocated expenditure to specified budget accounts
- ✓ Prepare and process documents related to accounts payable and receivable
- ✓ Prepare forms reporting business tax entitlements and obligations
- ✓ Establish and maintain relationships with debtors and creditors

2 Years

- A fulltime financial services traineeship goes for 2 years
- A financial services school based traineeship (SBT) goes for 2 years spread across Year 11 & 12
- A financial services SBT must complete a minimum of 100 days of paid employment across Year 11 & 12

What does a typical week look like?

- ✓ 5 days per week at work (typically Monday-Friday 9am-5pm)
- ✓ Qualification completed online

What are some of the units offered in the course?

- ✓ Work effectively with others
- ✓ Use business technology
- ✓ Work effectively in the financial services industry
- ✓ Conduct customer engagement
- ✓ Process customer complaints
- ✓ Deliver and monitor a service to customers
- ✓ Produce spreadsheets
- ✓ Conduct online transactions
- ✓ Balance cash holdings
- ✓ Organise personal work priorities and development
- ✓ Perform financial calculations
- ✓ Establish client relationships and analyse needs
- ✓ Monitor and control accounts receivable
- ✓ Manage overdue customer accounts

What qualification is completed in the traineeship?

Certificate III in Financial Services

Additional studies after the traineeship:

Certificate IV in Accounting and Bookkeeping
Diploma of Financial Services

Career pathway:

- ✓ Bookkeeper
- ✓ Financial Services Manager
- ✓ Insurance
- ✓ Payroll
- ✓ Superannuation
- ✓ Bank – Lending Officer
- ✓ Broker

What we look for in a suitable candidate

- ✓ Strong math skills
- ✓ Excellent communication skills
- ✓ Ability to problem solve
- ✓ Strong attention to detail
- ✓ Ability to work independently and as part of a team
- ✓ Ability to prioritise and manage workload
- ✓ Understand importance of accuracy
- ✓ Customer service

Industry demand:

The financial services sector can expect moderate growth over the next few years, with an estimated 53,000 jobs opening up by 2023.

What is the pay rate?

<https://calculate.fairwork.gov.au/findyouraward>



Questions?

If you have any questions, please call our office on 1800 993 200 or visit our website www.mygateway.org.au

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