

## ACCOUNTING INTERNSHIP

<b>Purpose</b>	Assist Bookkeeper with daily and monthly financial management tasks	
<b>Key Duties</b>	Assist bookkeeper with: <ul style="list-style-type: none"> <li>- Monthly GL reconciliations, reporting and BAS preparation.</li> <li>- Payroll (outsourced) &amp; superannuation.</li> <li>- Accounts receivable including processing payments &amp; debt collections.</li> <li>- Accounts payable, including supplier invoices &amp; payments.</li> <li>- Producing customer invoices accurately from quotes, tenders &amp; proposals.</li> <li>- Introduction of direct debit payments for 2000+ customers who pay for monthly monitoring.</li> <li>- Bank &amp; credit card reconciliations.</li> <li>- Option to undertake project to streamline processes, in consultation with Bookkeeper and MD (and in line with university unit requirements)</li> <li>- Shared office administration with other team members.</li> </ul>	
<b>Key Skills &amp; Attributes</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Genuine interest/passion for financial management</li> <li>- Knowledge of business accounting principles &amp; practice, as well as Australian SME taxation system</li> <li>- Accuracy and attention to detail</li> <li>- Enthusiastic &amp; positive approach to work</li> <li>- Excellent written and spoken English</li> <li>- Willingness to undertake a range of tasks across the business &amp; learn new skills</li> <li>- Flexibility to juggle multiple tasks and projects</li> <li>- Can-do attitude</li> <li>- Ability to self-manage &amp; work with minimal supervision</li> <li>- Commitment to maintain confidentiality and security of client &amp; company information at all times</li> <li>- Current car licence &amp; ability to drive to work, as there is minimal public transport in the area. Free car parking is available on site.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>- Interest in SME accounting</li> <li>- Desire to obtain hands-on practical understanding of how SME finances operate, which will be useful for future roles such as Financial Controller or an accounting role dealing with SME clients</li> </ul>
<b>Software / Program Knowledge</b>	Xero, MS Office, Mail Chimp & other custom & industry-specific software. Training is available for custom/specialist programs.	
<b>Company Supervisor &amp; Reporting Relationship</b>	Reporting to Company Bookkeeper	
<b>Remuneration</b>	Unpaid internship	
<b>Hours</b>	1-2 days per week, by mutual agreement	

	Company hours are 8.00am to 7.00pm Monday to Friday. Hours of work can be flexible, by mutual agreement.
<b>Office</b>	11/36 Blanck St, Ormeau (Head Office)
<b>Additional Information</b>	<ul style="list-style-type: none"><li>- The successful candidate will be required to undertake a Police check prior to employment</li><li>- The internship may lead to paid casual, part-time or full-time work.</li><li>- AGC Pro-Tec is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.</li></ul> The Ormeau facilities are wheelchair accessible.

