



TALENT FOR BUSINESS GROWTH



Website	https://www.agcprotec.com.au/
Office Address	11/36 Blanck St, Ormeau (Head Office)
Company Overview	AGC Pro-Tec provides top-quality security operations to a wide range of industrial, commercial and residential properties across the Gold Coast, Brisbane, Sunshine Coast, Townsville, Sydney and Melbourne. AGC Pro-Tec also provides security for events, installs security equipment such as CCTV cameras, and offers accredited courses in security operations.
Employment Type	Internship
Position Title	Accounting Internship
Purpose	Assist Bookkeeper with daily and monthly financial management tasks.
Key Duties	Assist Bookkeeper with: <ul style="list-style-type: none">• Monthly GL reconciliations, reporting and BAS preparation.• Payroll (outsourced) & superannuation.• Accounts receivable including processing payments & debt collections. - Accounts payable, including supplier invoices & payments.• Producing customer invoices accurately from quotes, tenders & proposals.• Introduction of direct debit payments for 2000+ customers who pay for monthly monitoring.• Bank & credit card reconciliations.• Option to undertake project to streamline processes, in consultation with Bookkeeper and MD (and in line with university unit requirements)• Shared office administration with other team members

Students: To express your interest in this position, please APPLY NOW at www.studygoldcoast.org.au/work/open-opportunities/

Providers: To support your student in obtaining this position, please email partnerships@studygoldcoast.org.au or contact Megan on 07 5556 6106.



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Key Skills & Attributes

Essential:

- Genuine interest/passion for financial management
- Knowledge of business accounting principles & practice, as well as Australian SME taxation system
- Accuracy and attention to detail
- Enthusiastic & positive approach to work
- Excellent written and spoken English
- Willingness to undertake a range of tasks across the business & learn new skills
- Flexibility to juggle multiple tasks and projects
- Can-do attitude
- Ability to self-manage & work with minimal supervision
- Commitment to maintain confidentiality and security of client & company information at all times
- Current car licence & ability to drive to work, as there is minimal public transport in the area.
- Free car parking is available on site.

Desirable:

- Interest in SME accounting
- 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

Software/Program Knowledge

Xero, MS Office, Mail Chimp and other custom and industry specific software. Training is available for customer/specialist programs

Reporting Relationship

Reporting to Company Bookkeeper

Remuneration

Unpaid internship

Hours

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

Additional Information

- The successful candidate will be required to undertake a Police Check prior to employment.
- The internship may lead to paid casual, part-time or full-time work.
- ACG Pro-Tec is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.

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INTERNSHIP OPPORTUNITY

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and **APPLY NOW.**

If you have any questions on this internship opportunity, please
contact Study Gold Coast at partnerships@studygoldcoast.org.au or
phone 07 5556 6106

