

Corporate Services Internship

Type	TAX FREE ACS Foundation Work Integrated Learning Scholarship
Level	Undergraduate / Postgraduate
Duration	6 months, with potential 6-month extension
Start Date	September- October 2024
Hours	Full-time * <i>part-time minimum 3.5 – 4 days per week considered</i>
Value	\$25,000 Tax-Free scholarship for 6 months full-time (Pro-rata for part-time)

Are you currently studying a Commerce degree majoring in accounting or finance? Are you looking for a role that compliments your final year of study? Do you want to get in early into a good company before everyone else finishes their degree? Then this is just what you're looking for!

With a reputation for service excellence, Diversus is a strong practitioner of industry recognised project and software methodologies, and a leading provider of high-quality, robust solutions and ICT consulting services for medium to large commercial and government organisations. We take an integrated approach to our clients' business and technology solutions to reliably deliver fit for purpose technology. Take a look at our website for some of the work we do and the clients we support.

Due to continued growth, we are offering an opportunity for the right candidate to advance their business career in **Corporate Services**. This role will develop your corporate skills from ground zero. You will be an integral Operations team member assisting with administration, accounting, human resources, and marketing tasks.

Depending on your skills, and under the direction of our team, your scope may include activities covering;

Accounting

- Accounts payable and accounts receivable
- Client invoicing and debtor management
- Process payroll and pay PAYG
- Lodge and pay quarterly BAS
- Produce monthly management reporting
- Generate quotes for software product sales (liaising with our clients and vendors)

Branding and Communication (Marketing)

- Maintain our Digital Workplace (intranet)
- Assist with event coordination and branding/promotional activities
- Connect with our followers through social media
- Collaborate with stakeholders to facilitate delivery of operational and strategic marketing activities

People and Culture (P & C)

- Provide critical and highly confidential administrative support to the P & C team
- Assist with on-boarding and off-boarding processes
- Maintain accurate people records, reports and employee databases
- Draft communications on recruitment, employment and related P&C activities

Required skills and competencies:

- Progress towards a Business/Commerce degree with major in accounting/finance
- Exposure and/or experience in accounting/finance roles
- Strong analytical and problem-solving skills
- Highly competent (intermediate+) with MS suite of products including Excel, Word, PowerPoint
- Desirable to have experience across any of the following; Power BI, SharePoint, Dynamics 365, MYOB, Xero (or ERP/other accounting solutions)

Outside of experience, we are looking for someone that demonstrates they can deliver across the following key people-centred skills;

- Advanced written and verbal communication skills
- Mature, team-oriented
- Demonstrate initiative and ability to multi-task in a fast-paced environment
- Possess a pro-active and positive attitude with a strong commitment to deliver results
- Creative, with good interpersonal skills
- Self-motivated and results driven with a desire to seek out knowledge and to learn
- Attention to detail

Diversus is committed to their team's career development. We help build their career path, as well as their professional learning and development. If you are seeking a company that makes a difference and want to work with highly competent professionals who are passionate about delivering the best outcome to the client, we would like to hear from you.

This internship is open to Australian citizens and residents

You must be studying toward a degree in Business / Commerce / Management Information Systems

APPLY NOW

Send your CV, cover letter, current transcript and proof of residency to Sarah Maiden at sarah.maiden@acsfoundation.com.au or call 0401 317 879