

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	La Trobe University – Finance Division
Placement Title	Accounting Intern
Placement Location	Onsite
Address (if onsite)	Plenty Rd & Kingsbury Dr, Bundoora VIC 3086 (David Myers West Building, Level 3)
Primary Supervisor Name	Cameron Kaveh-Ahangari
Position Title	Finance Manager - Business Partnering and Reporting
Host Organisation Website	https://www.latrobe.edu.au/

Host Organisation Background:

La Trobe University is a public university located in Melbourne, Australia. The main campus is situated in Bundoora. It offers undergraduate and post-graduate courses in a range of disciplines within 10 Schools (Humanities & Social Sciences, Computing, Engineering & Mathematical Sciences, Business School, Rural Health, Psychology and Public Health, Law, Allied Health, Human Services & Sport, Agriculture, Biomedicine and Environment, Education and Nursing & Midwifery). The Finance Division establishes the main financial framework under which La Trobe functions. This provides consistent and valuable information in order to improve and maintain its resources and outcomes.

Placement Details

Placement Semester/Term	Term 4 2024 – Term 1 2025
Start Date	29 July 2024
End Date	14 February 2025
Days/hours per week	21 hours per week
Hours (total)	100 hours per Term
Placement Type	Paid - \$41.10 per hour increasing to \$42.33 per hour in September 2024

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study: Currently studying an Bachelor Accounting degree or a Commerce degree with an Accounting major

Key Duties and Responsibilities

Finance Business Partnering Team

- Working with Business Partnering & Reporting team to help manage stakeholder's financial needs,
- Understanding the accounting systems and reporting structure,
- Assisting in preparing financial reports, variance analysis,
- Assisting in completing tasks for Month-end,
- General Ledger reconciliations,
- Process improvement projects,
- Assisting with La Trobe Vehicle Fleet management.

Selection Criteria

- Successful applicant must have completed the following (first sem of 2 yr): ACC2CRE/ ACC2CAD
- Knowledge of Microsoft Office products
- Current La Trobe University student

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other (Please Specify)
- None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	4 of the Professional Placement subjects, likely LTU2PP1, LTU2PP2, LTU3PP3 and LTU3PP4
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 4 electives space in your course plan

How to Apply

Application Deadline: 22 May 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!