



Volunteer Position Description

Position Title: MSA Work Placements & Internships:
Finance Intern

Unit: Department

Reports to: MSA Finance Senior Officer

Effective Date: Term 1: January
Term 2: February
Term 3: March – May
Term 4: July
Term 5: August – October
Term 6: December

Incumbent _____
Signature _____ **Date** _____

APPROVED BY SUPERVISOR _____
TITLE _____
SIGNATURE _____ **Date** _____

ORGANISATIONAL CONTEXT

Monash Student Association:

Located at the Clayton Campus of Monash University the MSA is made up of elected student representatives who represent all Clayton campus students on general issues such as quality of education, course costs and student welfare, as well as specific issues such as women's affairs and queer affairs.

Position Summary:

The Finance Intern will play a major role in the financial administration of the Association under the direction of the Senior Finance Officer, who reports directly to the Finance Manager. The key emphasis is placed on compliance, team work and financial support to 23 departments and 3 divisions within the Association. In conjunction with the Senior Finance Officer the position is responsible for monitoring and processing financial transactions within the Association. The Finance Intern is expected to be able to work as part of a team to ensure transactions are processed and reported timely and accurately in accordance with the guidelines and the requirements of the MSA Constitution, audit requirements and the Association's financial policies and procedures.

The Finance Intern must report to the Senior Finance Officer, who is also the MSA Finance Intern Supervisor. This position is located at the Association's offices at Clayton campus.

The *MSA Work Placements & Internships* can be completed on a full-time or part time basis and can be increased from 15 days minimum to accommodate any Monash University placement/internship unit requirements.

Terms can be shortened or extended according to each student's needs. The MSA Work Placements and Internships are limited to one student intern each full time term and two student interns each part time term.

If the *MSA Work Placements & Internships* program is completed successfully, the student intern will receive a *MSA Work Placements & Internships Certificate* and one reference letter from the MSA Senior Finance Officer.

As per the *MSA Volunteer Reward Program*, student interns will not receive any MSA Reward Points.

KEY RESULTS AREAS AND RESPONSIBILITIES

1. Operational

- As part of a Finance Team, the student intern will be responsible for financial duties as directed by the Senior Finance Officer in some or all of the following areas, including:
 - Shadowing the Finance Officer
 - Assisting both Finance Officers in day-to-day tasks
 - Payable duties
 - Assisting the Finance Officer in preparation and processing accounts payable transactions including cheque requisitions, purchase orders and journals in an efficient and timely manner

- Verification and processing of creditor invoices, reimbursements as well as issuing cheque/EFT payment on a weekly basis
- Receivable duties
- Assisting the Finance Officer in daily receipting, reconciling and banking of all cash received from departments and divisions
- Data entry and filing
- Maintain a safe work environment and standard of operation.
- Ensure a professional level of customer service is achieved at all times.
- Ensures that established sanitation and safety standards are maintained
- Provide support to the MSA Finance Department.

2. Policy, Procedures, Quality and Systems

- Contribute to policy or procedural initiatives.
- Ensure that the MSA volunteer policies and procedures are strictly adhered to.

3. People Management Requirements

- Treat employees, customers and peers with honesty, fairness and respect.
- Demonstrate the values of Monash Student Association.
- Act in a manner that is consistent with Monash Student Association's culture, values and strategic vision at all times.

4. OH&S Requirements

- Conducting your duties in a safe manner at all times, pursuing the avoidance of any injuries to yourself or others.
- Maintain a safe workplace in accordance with Monash University and Monash Student Association guidelines.
- Comply with all legislative OH&S requirements, including but not limited to, reporting all hazards immediately, reporting all incidents immediately, participating in OH&S training and ensuring all necessary licences, registrations and certificates pertaining to the role are in place.
- Correctly use Personal Protective Equipment (PPE) and other equipment when required.

KEY RESULTS AREAS

- Works well in a team environment, both within the immediate area of responsibility and that of the wider Monash Student Association.

KEY SELECTION CRITERIA

Essential

1. Current enrolment as a student of Monash University and enrolment in a degree qualification in accounting, business, commerce and/or equivalent.
2. Current enrolment in the *MSA Work Placements & Internships* program as part of a placement or internship unit, with approval from the relevant faculty academic prior to application.
3. High level of computer literacy, preferably with sound skills in Microsoft Office.
4. Proven ability in completing a varied and complex workload in a timely and effective manner while maintaining attention to details and accuracy.
5. Initiative in problem solving and recommending solutions to group goals.
6. Ability to deal efficiently and tactfully with sensitive and confidential matters.
7. Interpersonal skills, with demonstrated strong written and oral communication skills, and the ability to develop and maintain constructive working relationships at all levels and across diverse groups.
8. Proficient communication skills at all levels.
9. Enthusiasm for working with and for students in the tertiary environment.

Desirable

1. Sound skills in a wide range of current business software Microsoft Dynamics AX 2.
2. An understanding of the principles of not-for-profit organisations.

OTHER JOB RELATED INFORMATION

From time to time there will be a requirement for the incumbent to work outside the normal span of hours at critical pressure periods, such as during the year-end, audit period and Orientation period at the commencement of academic semester one.

This position is a volunteer role. No remuneration is provided for work undertaken.

MSA Volunteers may be eligible for volunteer points as per the MSA volunteer policies and procedures.