



Australian Government  
Australian Taxation Office



Charles Sturt  
University

## Work Placement Position

# Australian Taxation Office (ATO) Tax and Debt Management Services

Charles Sturt University's Faculty of Business, Justice and Behavioural Sciences has developed a workplace learning partnership with the Australian Taxation Office to offer quality competitive placements for both internal and online students.

To find out more, visit [ato.gov.au](http://ato.gov.au)

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<b>Subject:</b>	<b>Session 1 (30):</b> ACC275 (105hrs), BUS385 (70hrs) <b>Session 2 (60):</b> ACC275, BUS385
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<b>Specialisation:</b>	Accounting, Finance, Management
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<b>Location:</b>	Albury
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<b>Availability:</b>	1 position
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<b>Further information:</b>	The TDMS team is responsible for the ATO's own tax obligations. Tasks would include assisting with work relating to the ATO meeting its compliance obligations as a taxpayer and employer including GST, FBT, superannuation and PAYG Withholding. Within our team we are responsible for managing departmental debt of employees. We are also a leader in the government tax management community, working with other government agencies to share information and assist them with queries. Tasks and activities in this area would include assisting with monthly newsletter, preparing for events and webinars, preparing fact sheets, answering queries and project work.
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<b>How to apply:</b>	Email cover letter, résumé, academic transcript and <a href="#">Authority to Disclose Information</a> to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a> .
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<b>Closing date:</b>	<a href="#">Closing Date</a>
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Sub Plan, Business Line	Team
ATO Finance - CSSTM	Tax and Debt Management Services
<b>MAIN TASKS AND ACTIVITIES</b>	
<p>Our team is responsible for the ATO's own tax obligations. Tasks would include assisting with work relating to the ATO meeting it's compliance obligations as a taxpayer and employer including GST, FBT, superannuation and PAYG Withholding. Within our team we are responsible for managing departmental debt of employees. We are also a leader in the government tax management community, working with other government agencies to share information and assist them with queries. Tasks and activities in this area would include assisting with monthly newsletter, preparing for events and webinars, preparing fact sheets, answering queries and project work.</p>	
<p><b>IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION</b></p>	
<p><b>PROFESSIONAL SKILLS</b> (i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)</p>	
<p>The student will be provided with an outline of the tasks however they will need to use their own initiative to plan and engage with the relevant stakeholders.</p> <p>The tasks will require communication through face-to-face meetings, email and telephone and regular engagement with the supervising manager.</p> <p>All staff are required to input their attendance into a daily time sheet.</p>	
<p><b>TEAM WORK</b> (i.e. opportunities for participating in a team environment)</p>	
<p>The student will work with a diverse team with direct Albury staff support as well as team members located in other offices. They will have the opportunity to develop skills in working in a team environment and professional workplace relationships</p>	
<p><b>PROBLEM SOLVING</b> (i.e. opportunities for exercising problem solving skills)</p>	
<p>The tasks will provide the student opportunities to:</p> <ul style="list-style-type: none"> <li>- analyse current processes</li> <li>- analyse stakeholder relationships</li> <li>- research tax queries and brainstorm solutions</li> <li>- provide recommendations and write position papers / fact sheets</li> <li>- develop gap analysis</li> </ul>	
<p><b>INITIATIVE</b> (i.e. opportunities for using initiative and ambition, ability to work independently)</p>	
<p>The type of work that the student will be undertaking will allow them to use their initiative in providing innovative solutions and improve existing processes.</p>	

The tasks will require the student to plan out their work and use their initiative to research and communicate their findings.

### **PLANNING AND ORGANISING**

**(i.e. opportunities for planning an organising)**

The student will need to organise and plan their time effectively to deliver agreed outcomes. Some tasks such as assisting with preparation of an activity statement have lodgement dates that must be met and other tasks will need to be completed before the end of the placement period.

### **SELF MANAGEMENT**

**(i.e. ability to manage own work, capacity to learn independently)**

The student will be expected to work independently however they will receive support from team members and manager if/when required.

### **TECHNOLOGY**

**(i.e. opportunities and abilities for using information and communication technology)**

The student will need to use IT facilities to undertake the research required for this task. Microsoft Excel skills and accounting knowledge will be beneficial.