



## Work Placement Position

# Australian Taxation Office (ATO) Financial Statements and Policy Services

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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 (100hrs) BUS220 (70hrs), BUS370 (120hrs) <b>Session 2 (60):</b> ACC275, BUS370
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<b>Specialisation:</b>	Accounting, Management, Business, Finance
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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>	<p>The successful applicant will be working with the Financial Governance Team, undertaking the following activities:</p> <ul style="list-style-type: none"><li>• Research and provide a summary of the legislative and policy drivers behind ATO spending delegations framework.</li><li>• Review and map existing financial controls in ATO systems and payment pathways.</li><li>• Provide insight and input into improvement opportunities.</li></ul>
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Refer to next page for a detailed outline of the position.

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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
Financial Statements and Policy Services, ATO Finance	Financial Governance
<b>MAIN TASKS AND ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>• Research and provide a summary of the legislative and policy drivers behind ATO spending delegations framework.</li> <li>• Review and map existing financial controls in ATO systems and payment pathways.</li> <li>• Provide insight and input into improvement opportunities.</li> </ul>	
<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>	
<b>PROFESSIONAL SKILLS</b> <i>(i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)</i>	
<ul style="list-style-type: none"> <li>• The student will be provided with an outline of the task required, however they will need to use their own initiative to locate relevant legislation, policy and historical information to produce an accurate reflection of drivers for spending delegation framework.</li> <li>• Task will require communication within the team and with internal stakeholders through email, telephone and online collaboration tools.</li> <li>• Staff are required to record attendance into daily timesheet.</li> </ul>	
<b>TEAM WORK</b> <i>(i.e. opportunities for participating in a team environment)</i>	
<ul style="list-style-type: none"> <li>• The student will need to work closely with a small specialised team within the Financial Statements and Policy Services branch of ATO Finance.</li> </ul>	
<b>PROBLEM SOLVING</b> <i>(i.e. opportunities for exercising problem solving skills)</i>	
<ul style="list-style-type: none"> <li>• The tasks will provide the student opportunities to analyse current processes and provide recommendations for improvement.</li> </ul>	
<b>INITIATIVE</b> <i>(i.e. opportunities for using initiative and ambition, ability to work independently)</i>	
<ul style="list-style-type: none"> <li>• The task will involve research on drivers behind existing framework, which will require the student to use initiative to source and evaluate relevant policy, legislation and historical information.</li> <li>• The task will present the student opportunities to recommend changes or improvements to the framework.</li> <li>• Will provide scope for providing suggestions and framework for the communication of information and knowledge gained through research.</li> </ul>	

## **PLANNING AND ORGANISING**

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

- The student will need to organise and plan their time effectively as they will need to deliver the agreed outcomes by the time their placement finishes.
- They will be accountable to produce their findings by the end of the period.

## **SELF MANAGEMENT**

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

- The student will be given small projects to work on 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.
- Word process skills would be beneficial for this role.
- The team uses online collaboration tools such as Microsoft teams and webex.