



## Work Placement Position

### Australian Taxation Office (ATO) Private Wealth – Engagement & Assurance 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)

<b>Subject:</b>	<b>Session 1 (30):</b> ACC275 (105hrs), BUS385 (70hrs) <b>Session 2 (60):</b> ACC275, BUS385
<b>Specialisation:</b>	Accounting, Finance, Management, Research, Data Science, Networking
<b>Location:</b>	Albury
<b>Availability:</b>	1 position
<b>Further information:</b>	<p>The Engagement &amp; Assurance Services team located in Albury, supports the ATO and Private Wealth populations through compliance and assurance work. Our compliance team undertake a diverse range of work, including work across the Tax Avoidance Taskforce programs such as the Top 500, Next 5000 and Medium and Emerging private group programs.</p>
<b>How to apply:</b>	<p>Email cover letter, résumé, academic transcript and <a href="#">Authority to Disclose Information</a> to Manager, Workplace Learning, Faculty of Business, Justice &amp; Behavioural Sciences <a href="mailto:business-wpl@csu.edu.au">business-wpl@csu.edu.au</a>.</p> <p><i>Please note you must be an Australian citizen to apply for this opportunity.</i></p>
<b>Closing date:</b>	<a href="#">Closing Date</a>

Sub Plan, Business Line	Team
Compliance and Engagement Group – Private Wealth	Engagement and Assurance Services - Albury

## MAIN TASKS AND ACTIVITIES

Our team supports the ATO and Private Wealth program through compliance and assurance work. What does Compliance and Assurance work in the Tax Avoidance Taskforce look like for you:

- Develop an understanding of the Private Wealth Program (Top 500, Next 5000 and Medium and Emerging private group programs).
- Gain an understanding of basic tax risks and why they are considered a risk.
- Develop research skills through internal systems to verify tax risks.
- Assisting with existing case work and given capability appropriate tasks.
- Engage in team discussions

**IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION**

## PROFESSIONAL SKILLS

**(i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)**

The student will be provided with an outline of the tasks and will collaboratively work with their team to achieve tasks.

The tasks will require communication through face-to-face meetings, email and telephone and regular engagement with the supervising manager.

All staff are required to input their attendance into a daily time sheet.

## TEAM WORK

**(i.e. opportunities for participating in a team environment)**

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

## PROBLEM SOLVING

**(i.e. opportunities for exercising problem solving skills)**

The tasks will provide the student opportunities to:

- analyse current processes
- research tax queries and brainstorm solutions
- provide recommendations
- develop gap analysis

## INITIATIVE

**(i.e. opportunities for using initiative and ambition, ability to work independently)**

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.

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 and organising)**

The student will need to organise and plan their time effectively to deliver agreed outcomes.

#### **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. Basic Microsoft Office 365 skills would be beneficial, i.e., Microsoft Word and Excel.