



Work Placement Position

Australian Taxation Office

SMSF Risk and Strategy

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

Subject:	Session 1 (30):	ACC275 (100hrs) BUS220 (70hrs), BUS370 (120hrs)
	Session 2 (60):	ACC275, BUS370

Specialisation:	Accounting, Management, Business, Finance
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Location:	Albury
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Availability:	1 position
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The successful applicant will be working with the SMSF Risk and Strategy Team. The student will join a small project team that is working with a range of stakeholders throughout the ATO to identify and measure a viability gap in the SMSF industry. The role will include:

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| Further information: | <ul style="list-style-type: none">• Risk identification.• Data analysis, data extraction, database result analysis.• Siebel case review/progress updates and drafting reports.• Identifying blockers and issues and working with the project lead to overcome them. |
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How to apply:	Email cover letter, résumé, academic transcript and Authority to Disclose Information to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences business-wpl@csu.edu.au .
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Closing date:	Closing Date
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Sub Plan, Business Line	Team
SEO -SMSF	SMSF Risk and Strategy
MAIN TASKS AND ACTIVITIES	
<p>The student will join a small project team that is working with a range of stakeholders throughout the ATO to identify and measure a viability gap in the SMSF industry. The role will include risk identification, data analysis, data extraction, database result analysis, Siebel case review/progress updates and drafting reports will be the main task. This will involve reviewing cases in Siebel, tracking the progress, identifying any blockers or issues and working with the project lead to overcome them.</p>	
<p>IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION</p>	
<p>PROFESSIONAL SKILLS (i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)</p>	
<p>Attendance and work tasks will be allocated by the project lead, assistance will be provided. The student will be required to review the progress of audit cases, data that has been input to the database and provide snapshots to the project lead. They will apply their judgement to issues that require attention of the project lead, and to communicate that clearly.</p>	
<p>TEAM WORK (i.e. opportunities for participating in a team environment)</p>	
<p>The student will be working directly with the project lead and team to follow, along with the team that will be doing the direct client engagements.</p>	
<p>PROBLEM SOLVING (i.e. opportunities for exercising problem solving skills)</p>	
<p>The student will be expected to provide suggestions for solving some of the issues or risks identified in the audit cases that impact on the project.</p>	
<p>INITIATIVE (i.e. opportunities for using initiative and ambition, ability to work independently)</p>	
<p>The student will need to work independently with support from the project lead. They will be required to review and analyse data, provide summary reports. At all times the project lead is open to increasing efficiency through suggestions for improvements, allowing the student to use initiative.</p>	
<p>PLANNING AND ORGANISING (i.e. opportunities for planning an organising)</p>	
<p>The student will be allocated tasks with deadlines and requirements to ensure that the project flows smoothly. They will be responsible for ensuring allocated tasks are completed within the set timeframe.</p>	

SELF MANAGEMENT

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

The student will need to work independently at times and be responsible for seeking assistance when required.

TECHNOLOGY

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

The student will use excel, word, Siebel, ICP and other internal ATO systems.