



Work Placement Position

Australian Taxation Office (ATO) Internal Audit

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 (105hrs), BUS385 (70hrs) Session 2 (60): ACC275, BUS385
Specialisation:	Accounting, Finance, Management, Research, Data Science, Networking
Location:	Albury
Availability:	1 position
Further information:	<p>Internal Audit is an independent function that supports the ATO's Commissioner, Audit and Risk Committee, Executive and management in meeting their duties and achieving business objectives. Our Albury team undertakes a diverse range of work, including audit and assurance reviews, consulting and advisory projects, corporate health checks and data analytics, and managing contracts and relationships with external audit providers.</p>
How to apply:	<p>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.</p> <p><i>Please note you must be an Australian citizen to apply for this opportunity.</i></p>
Closing date:	Closing Date

Sub Plan, Business Line	Team
Internal Audit	Internal Audit - Albury

MAIN TASKS AND ACTIVITIES

Internal Audit plays the role of the third line of defence and uses a risk-based approach in providing independent assurance and advice to the ATO's Audit and Risk Committee.

A placement with us offers professional experience and meaningful work within a major government organisation. Our work is governed by the standards and principles of the Institute of Internal Auditors which means exposure to tasks and activities performed to the standards of a global professional organisation.

At the start of your placement with Internal Audit, we will ask you about your experience, skills and special interests, and we will tailor the detailed program for you accordingly. As a preliminary overview, you will gain experience in the following areas:

- Develop an understanding of the independent role of the Internal Audit providing advice and assurance for the Commissioner and the Audit and Risk Committee on the effectiveness of governance, risk management, and internal controls aligned to strategic performance of in the ATO.
- Gain an understanding of the Institute of Internal Auditors' Three Lines model and how it applies in the ATO, other government organisations, as well as internal auditors, risk managers and controls assurance professionals in the private sector.
- Develop research skills through performing planning and fieldwork activities as part of current audits.
- Develop data analytics skills through performing activities as part of corporate health checks
- Develop and gain understanding of using AI within a government organisation (review policies and procedures around using Copilot 365 licence along with the staff member who's about to obtain a licence; conduct a small project/research on risks and opportunities of using AI to produce a public product)
- Develop administrative and executive skills by assisting in contract and relationship management with external audit providers (Big4 Firms)
- Analyse the format and presentation mode of our Forward Work Program and make recommendations on how to make it more user friendly
- Engage in team discussions, attend branch meetings and meetings with audit stakeholders, take notes.
- Attend the Internal Audit workshop in Albury and participate in activities and panels with the ATO Internal Audit members from all over Australia (subject to Albury being elected as the workshop site and the timing aligning correctly)

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 develop core professional skills by working to global internal audit standards and supporting activities like stakeholder meetings, note-taking, research, and contract management. Reviewing the Forward Work Program also helps build communication, critical thinking, and presentation awareness. Overall, they'll strengthen their judgement, reliability, and confidence in a structured government setting.

TEAM WORK

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

They'll actively contribute to a collaborative team—participating in discussions, attending meetings, and supporting audit activities with colleagues. The Internal Audit workshop offers an additional chance to connect with team members from across the country and build peer relationships. (subject to timing and site election)

PROBLEM SOLVING

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

From analysing risks and reviewing datasets to evaluating the usability of the Forward Work Program, the student will tackle real problems and offer practical solutions. Fieldwork activities and AI research also encourage analytical thinking and creative problem-solving.

INITIATIVE

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

Independent research, exploring AI policies, reviewing the Forward Work Program, and supporting contract management all give the student space to show initiative. They'll have opportunities to lead small tasks, explore improvements, and ask thoughtful questions to deepen their learning.

PLANNING AND ORGANISING

(i.e. opportunities for planning and organising)

Audit planning, documentation, and preparing for meetings help the student build strong organisational habits. Assessing the Forward Work Program's layout also develops their ability to structure information clearly. Participation in workshop activities further reinforces planning and coordination skills.

SELF MANAGEMENT

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

The placement encourages independent work and accountability. The student will manage their own tasks across audits, research projects, and workflow reviews, learning to prioritise and deliver quality work while adapting to professional expectations and standards.

TECHNOLOGY

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

They'll gain hands-on experience using audit tools and data analytics in corporate health checks. The AI review project—including exploring Copilot 365 policy and producing a small research piece—provides meaningful exposure to emerging technology and digital practices in government.