

Geelong Cats Finance / IT Internship

To commence ASAP on mutually agreeable days
Unpaid Internship - See benefits below

To assist the Club's Finance Department with a current real life business issue; transitioning to a new Club wide cloud based ERP system

Title: Finance/IT Intern

Reports to: ERP Project Manager

Division: Finance & Administration

Core purpose: To assist the Club's Finance Department with a current real life business issue; transitioning to a new Club wide cloud based ERP system

Work Hours: 100+ hours - days and times flexible. (Approx. 4 weeks full time, or part time equivalent)

Discipline required: Students studying Commerce, Accounting, Business or Information Technology

Duties & Further Information:

- * Looking for interns that will approach the role with energy and enthusiasm, have a strong attention to detail and a genuine willingness to learn new skills.

- * Accounting support whilst Club accountants are implementing ERP:

- Bank receipting and reconciliations

- Reconciliation of merchandise, membership, corporate and venue transactions

- Balance sheet reconciliations

- Miscellaneous month end reporting

- * Hands on involvement in the transition to the Club's new ERP system which will include tasks such as:

- Data cleansing of existing data held in legacy systems

- Data mapping and migration between the new system and legacy system

- Testing business transactions, records, and reports for accuracy and completeness in the new system

- Other ad hoc duties as required

Benefits:

Some of the benefits of undertaking an internship with the Geelong Cats are:

- * Ability to experience working in a place of employment like no other, in industry that is among the most exciting and passionate within Australia;

- * Get your hands dirty helping us to resolve/execute a real business problem;

- * You will receive a certificate of appreciation and gift card at the completion of your project.

We are open to F/T placements for approximately 3 weeks or alternatively students completing a 1 day a week placement for 15 weeks to reach the 120 hours.

DUTY STATEMENT

Our Club values are the strong beliefs and consistent behaviours of people in our organisation. They describe the way in which directors, staff and players of the Club behave, interact & work together and determine the culture of the Club. Our values are held in high regard and protected by every member on the on-field and off-field team.

Respectful - All people are treated with respect regardless of their background or position.

Precision - We expect excellence in everything that we do and are accountable for maintaining a high performance environment.

Adventurous - We enjoy facing our industry's challenges and embrace progress with open arms.

Conviction - Everyone involved with the Club is fully committed and gives 100 percent effort.

United - We are selfless, we support and care for each other and we collaborate across our Club.

Commercial & considered - We drive for good commercial outcomes but always take the needs of our stakeholders into account.

Integrity - We uphold high standards of behaviour, have deep respect for honesty and always work within the rules.

Our mission is to be the greatest team of all: a club people can be proud of because of how we play the game, live our values, conduct business and engage with the community.

Apply directly to host.

Email to Nicole Menzel nmenzel@geelongcats.com.au and attach the following:

1. Cover Letter,
2. Resumé (CV) and
3. Academic Results.

To discuss the suitability of this position to your study program or Work Integrated Learning issues in general please contact a Faculty WIL Adviser at bl-wil@deakin.edu.au or go to the WIL website www.deakin.edu.au/buslaw/wil

If accepted as an intern students will be required to be concurrently enrolled in the unit MIS390 (or MIS391 if a second internship) - this is a strict requirement of this WIL opportunity.

You are responsible for ensuring that undertaking a WIL unit contributes to your course requirements.