

Corporate Services Internship

Intern start date is **30 April 2012**.

Role description

The Corporate Services Intern will assist the Corporate Services team to provide back office support for Opportunity International Australia's fundraising activities. Duties focus on accounting and finance responsibilities but will also include exposure to other corporate services functions such as human resources, information technology and compliance.

Intern responsibilities

The regular tasks which the interns are involved in are

- Accounts payable function through Opportunity's financial system (Financial Edge)
- Expense management for staff reimbursement
- Bank reconciliations
- Month end reconciliations
- Assisting in revenue processing into Opportunity's Customer Relationship Management (CRM) database (Raiser's Edge) as required
- Updating payment options for regular donations
- Other administration duties such as filing and archiving as required
- Handover training to the new intern at the end of the Internship Program

A daily and monthly timetable is provided to each intern that outlines their responsibilities and provides structure to the program. This will be provided to potential interns at the interview stage.

Application requirements

- Commitment to work at least **four days a week** over the period of four and a half months
- Commitment to the core values and aims of Opportunity International Australia
- Initiative, and the ability to work independently while part of a team
- Willingness to learn and undertake a variety of tasks
- Well organised and meticulous attention to detail is essential
- Ability to prioritise and work efficiently
- Flexibility to assist with ad hoc tasks as required

Criteria for selection

Interns will be selected based on the intern selection committee's judgement of best suitability to the following criteria:

- Skills suitability (as per the application requirements)
- Commitment to the internship program
- Passion for the alleviation of poverty and the tool of microfinance
- Compassionate, flexible and cooperative
- Cultural fit with the Opportunity team

How to apply

To apply for this internship position, and make an important contribution to the fight against poverty, simply email us your **resume and a cover letter** (no more than one page) to intern@opportunity.org.au. In the cover letter, please explain why you would like to intern for Opportunity and how you believe the internship could benefit your future professional career. Please note that only applications with a cover letter will be considered.

Applications close **2 April 2012**. Intern start date is **30 April 2012**.