

Corporate Services Internship Program

About us

Opportunity International Australia exists to provide opportunities for people living in poverty to transform their lives. With over 35 years' experience in microfinance and support services, we use a business approach to solve poverty. Rather than a hand-out, we provide our clients with a loan as small as \$100 to help grow their small business. This enables them to earn an income and afford food, water, shelter and an education for their children. Motivated by Jesus Christ's call to serve the poor, we believe in the potential of people regardless of their gender, ethnicity or religious affiliation.



A client with her children in Hyderabad, India.

Part of the global Opportunity International Network (with support partners in the United States, United Kingdom, Canada and Germany), Opportunity Australia currently focuses its work in three countries – India, Indonesia and the Philippines, serving more than 1.4 million people with microfinance and community development programs. You can join us as we work to help millions more leave poverty behind for good.

Working with Opportunity Australia

As a small and vibrant team, we are passionate about the poor and dedicated to our role in eradicating poverty. We cultivate a friendly, professional culture where staff can apply their talents and skills with the knowledge that they are making a real difference.



A client with his business in Indonesia.

As an organisation founded on Christian values, all staff uphold and support the organisation's core values of respect, integrity, stewardship and commitment to the poor.

Opportunity Australia is a highly regarded non-profit organisation. An internship with us will provide you with valuable on-the-job training and exposure to how the 'back office' of a charity operates. Not only will you build your skills and assist the team with interesting projects, an internship with Opportunity Australia will also highlight your initiative and commitment to future employers.

Description of the program

Opportunity Australia offers an internship with the Corporate Service department located at their head office in Sydney's CBD. We seek to employ an intern over three periods in the course of a year (with intakes in January, May and September). Our internships are targeted towards tertiary students who are currently (or have recently completed) studying an accounting or finance related degree and are looking for practical experience in this field.

The internships are an exclusive opportunity for skills development and practical training while making an important contribution and gaining insight into the international development sector.

Each internship program runs for a period of four and a half months where interns undertake full-time work, gaining invaluable knowledge and skills for future employment.

The internship focuses on accounting responsibilities but will also include exposure to other corporate services functions including finance, human resources, information technology and compliance. There is also the possibility of being involved with cross-departmental work in other teams depending on the priorities of the organisation at the time.

Application requirements

- Completion of second year of a Bachelor Degree in Business or Commerce, majoring in Accounting and/or Finance
- Commitment to work full-time over the period of four and a half months.
- Commitment to the core values and aims of Opportunity Australia
- Initiative and the ability to work independently while part of a team
- Willingness to learn and undertake a variety of tasks
- Ability to prioritise and work efficiently
- Flexibility to assist with ad-hoc tasks as required

Program details

This Internship involves working in the Corporate Services Department. The regular tasks which the interns are involved in are:

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

A daily and monthly timetable is provided to each intern which outlines their responsibilities and provides structure to the program. This will be provided to potential interns at the interview stage. The intern may also wish to gain exposure to other departments– for example Marketing and Communications, Administration, Donor Relations, Donor Services or Strategic Services. Interns are welcomed to submit their interest in these other areas and we will try to accommodate this interest during the Internship Program. This provides interns with a "big picture" approach to our organisation and allows them to interact with other teams.

Criteria for selection

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

- Passion for alleviating poverty and the tool of microfinance
- Commitment to the Internship Program
- Cultural fit with the Opportunity Australia team
- Excellent oral, written and communication skills
- Compassionate, friendly and cooperative



"While working with Opportunity Australia I really felt like part of the team and I enjoyed the challenge of the interesting work I was given. My time at Opportunity allowed me to develop my skills in accounting which I'm sure will help me in my future career aspirations."

Mandy Pirch, Opportunity Australia Intern 2009



A client with her business in the Philippines.

Benefits of undertaking an internship at Opportunity Australia

- We cultivate a friendly, professional culture where interns can apply their talents and skills with the knowledge that they are making a real difference.
- We treat our volunteers and interns like regular staff members – this ensures that interns will be included in staff meetings and discussions,

hence giving them the same exposure in terms of seeing how Opportunity Australia functions as an organisation and interacts with the different departments within it.

- Overall view of the accounting function within an organisation – including accounts receivable (revenue) and accounts payable (expense) and standard month end processes.
- Conduct handover training to the next intern. This will enable the intern to demonstrate what they have learnt and understood, as well as how they applied their studies during the internship program.
- We provide a variety of tasks, including the potential for interns to work in other departments, depending on other teams' workloads.
- This internship shows prospective employers that you are interested in making a difference in your world through community development initiatives.

Schedule for 2010 Intake for Corporate Services Internship Program

Category	First Intake	Second Intake	Third Intake
Program Start	January	May	September
Applications Open	16 November 2009	1 March 2010	1 July 2010
Applications Close	2 December 2009	31 March 2010	28 July 2010
Shortlist Applicants	2-4 December 2009	31 March-2 April 2010	28-30 July 2010
Face to face or phone interviews held	7-11 December 2009	5-9 April 2010	2-6 August 2010
Offer made to successful applicant	15 December 2009	12 April 2010	9 August 2010
Letters to unsuccessful applicants	11 December 2009	9 April 2010	6 August 2010
Intern start date	5 January 2010	3 May 2010	30 August 2010
Intern completion date	14 May 2010	11 September 2010	15 January 2011
Internship evaluation/debrief	7 May 2010	4 September 2010	8 January 2011
Training of new Intern	3-14 May 2010	30 August-11 September 2010	4-15 January 2010

To apply for this exciting internship position, please email your resume with a covering letter explaining why you would like to work for our organisation to Karen Kandur, Finance Manager at kkandur@opportunity.org.au. Please note that applications without a covering letter will not be considered.