

Financial Administration Intern

ROLE DESCRIPTION

TITLE	Financial Administration Intern
HOURS	Flexible (1 day per week, 1 August to 31 October)
SALARY	Nil
REPORTS TO	General Manager
KEY RELATIONSHIPS	General Manager Content & Engagement Team
DIRECT REPORTS	Nil

INTERNSHIP AT UPLIT

A 2017 Internship with UPLIT provides opportunities for young professionals, graduates or established professionals in career transition to experience a professional work environment in the not-for-profit arts and culture sector. The program has been designed to help you move your career forward with confidence and transferrable experience. You will be provided with frequent feedback, structured projects and post internship evaluation. UPLIT interns benefit from access to our professional support, valuable expertise and a network for future employment opportunities.

ROLE OBJECTIVE

A role exists for a talented individual with high-level attention to detail to work directly with the General Manager during and post Brisbane Writers Festival 2017 to gain understanding of the interplay between the organisation's departments through its operational and financial systems.

KEY RESPONSIBILITIES

Financial systems

- Support the General Manager to ensure financial data is accurately recorded for reporting purposes;
- Assist the General Manager to ensure that all Festival payment schedules are met and that accurate records of payments are kept;
- Support the General Manager to liaise with department leaders to ensure budgets are accurately reviewed and updated.

Operational systems

- Support the General Manager during the Festival period to ensure that the office remains functional;
- Support the General Manager in liaising with other teams during the Festival period to ensure that resource requirements are met;
- Assist the General Manager to ensure that all operational processes are accurately updated and available to staff and volunteers.

Strategic research

- Assist the General Manager in researching strategic avenues for commercial business development.

Other

- Attend meetings, receptions and events as an UPLIT representative as required;
- Adhere to and demonstrate UPLIT's brand values and code of conduct.

ANTICIPATED LEARNING OUTCOMES

- Proven experience working in a professional office environment;
- Understanding key dependencies within an organisation and working to team deadlines;
- Practical experience of the key challenges and drivers of business within the arts sector.

Selection Criteria

Key characteristics

- High-level attention to detail and ability to work autonomously;
- Strong work ethic and ability to work under pressure and take direction;
- Interest in creative business strategy;
- Willingness to learn from and support a highly skilled and dedicated team across all UPLIT activity;
- Belief in the agency of literature to transform communities and individuals.

Attributes

- Undertaking higher education in the areas of economics, business and/or previous qualification to a degree level;
- Strong written and verbal communication skills;
- IT proficiency (UPLIT works with various online systems including MS Office, Office365 and online databases and record keeping systems).

Desired: Accounting or experience working with bookkeeping systems.

Application Process

To apply for this role, please email the following to the General Manager, Tanya Reason -

tanya.reason@uplit.com.au:

1. A covering letter addressing your appropriateness for the internship and what you hope to achieve through your time with us;
2. A current resume (please include information about your current line of study and the institution you are enrolled with as appropriate).

The closing date for applications is 9 June 2017 at 5pm. We expect to interview candidates during the week beginning 19 June 2017.

All short-listed candidates will be contacted by phone or email.

Thank you for your interest in joining UPLIT's internship program in 2017. We look forward to receiving your application.