



Work Placement Position

Australian Taxation Office Tax and Debt Management

CSU's Faculty of Business has developed a workplace learning partnership with the Australian Taxation Office to offer quality competitive placements for both internal and distance students.

Subjects:	Session 2 (60): ACC275 & BUS370
Location:	Albury
Availability:	1 position

The main tasks will be as follows:

Good & Services Tax (GST):

- Develop checklist/process flow to assist Accounts Payable team to identify a valid tax invoice has been received.

Fringe Benefits Tax (FBT):

- Assist in the preparation of a 12 week logbook for fleet cars and a 12 week register for car parking to identify car and car parking fringe benefits.

Tax advice/guidance:

- Assist in updating myATO/SharePoint fact sheets and FAQs relating to ATO's own tax obligations as an employer.

General Tax Accounting:

- Ad hoc tax accounting tasks as required.
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Further Info

How to apply

Complete [Form F: Authority to Disclose Information](#), and email along with a covering letter, a copy of your academic transcript and resume to: Manager, Workplace Learning Unit, Faculty of Business, Justice and Behavioural Sciences at FOJBJS-WPL@csu.edu.au

Closing Date

[Closing Date](#)

Sub Plan, Business Line	Team
Corporate Services System & Tax Management, ATO Finance	Tax & Debt Management Unit
PROFESSIONAL SKILLS (i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)	
<p>The student will be provided with an outline of the task required but they will need to use their own initiative to plan and engage with the relevant stakeholders. Tax technical interpretation, follow and understand procedures, seek assistance as required and apply judgement. The tasks will require communication directly with fellow ATO staff and through email and telephone. All staff are required to input their attendance into a daily time sheet.</p>	
TEAM WORK (i.e. opportunities for participating in a team environment)	
<p>The student will be able to work closely with the Tax and Debt Management Unit team. They will have the opportunity to develop skills in working in a team environment and workplace relationships.</p>	
PROBLEM SOLVING (i.e. opportunities for exercising problem solving skills)	
<p>The tasks will provide the student with opportunities to analyse and apply writing guidelines and other reference material. To ensure that legislative requirements have been met in relation to the ATO's own tax obligations as an employer.</p>	
INITIATIVE (i.e. opportunities for using initiative and ambition, ability to work independently)	
<p>The student will be able to formulate and design the process including creating innovative engagement. The type of work that the student will be undertaking will allow them to use their initiative in providing innovative solutions and improve existing processes. The task will require the student to plan out their work and use their initiative to ensure the corporate content is well structured and easily consumed.</p>	
PLANNING AND ORGANISING (i.e. opportunities for planning an organising)	
<p>The student will need to organise and plan their time effectively as they will need to deliver the agreed outcomes by the time their placement finishes. They will be accountable to produce their findings by the end of the period.</p>	
SELF MANAGEMENT (i.e. ability to manage own work, capacity to learn independently)	
<p>The student will be given work to complete independently however they will receive support from team members and manager if/when required. Shows a commitment to learning.</p>	
TECHNOLOGY (i.e. opportunities and abilities for using information and communication technology)	
<p>The student will need to identify and extract data from SAP (accounting package), Excel and Microsoft Outlook. Ensure appropriate use of ATO IT and communication systems.</p>	