

# INTERNSHIP OFFER – 6 MONTHS - BRISBANE

## Company Accountant Assistant

6<sup>th</sup> January 2020 – June 2020

### **About Us**

*The French-Australian Chamber of Commerce & Industry's main mission is to promote its members and support French companies in order to succeed in Australia through information, networking, and business support services.*

### **Job Type and Duration**

- *Company Accountant Assistant*
- 6-months internship from January 2020

### ❖ **Job Description**

Reporting to Company Accountant, you will be in charge of:

- General bookkeeping duties
- Reconciling general ledger accounts
- Roll forward analysis of balance sheet accounts
- Assist with general accounting month-end closing procedures
- Helping in the creation of reports each end of months
- Maintaining accruals file
- Assisting in membership renewal process
- Updating our data base (CRM)
- Coordination of our translation service
- Assisting the QLD Chapter Coordinator on events when required

### ❖ **Desired Skills & Experience:**

- Excellent knowledge of Excel

### ❖ **Successful Applicant**

Essential:

- Right to work in Australia (WHV accepted)
- "Convention de stage" or learning agreement for internship with your university or college
- Already be located in Australia or be able to move to Australia
- Very high level of written and spoken English and ideally French as well (you need to be confident answering emails)
- Proactive and self-motivated independent worker
- Enthusiastic and positive attitude, flexible, able to adapt to different challenges and situations
- Organised, honest, fast learner and quick thinker

❖ **What's on Offer**

You will gain invaluable experience within an international, young and dynamic organisation-based in the heart of Brisbane. Every member of our small team is valued, and you will have the opportunity to meet a wide range of people from the French-Australian business community. This is a great chance to gain experience and access to an extensive Australian professional network.

Gratification: \$400 per month

To know more about the French Australian Chamber of Commerce, please visit our website:

<https://www.facci.com.au/>

❖ Before Applying, please make sure to meet the following requirements:

- Australian Citizen/Resident or eligible for a Working Holiday Visa [Info here](#)
- Make sure the internship role is relevant to your studies
- Fluent in English (daily phone conversations, emails)
- Able to live 6 months away from France, friends and family
- Have enough money to live in Sydney for 6 months, as the internship gratification doesn't cover the cost of living

❖ **Contact:**

Send your resume and cover letter to Sybille Hugon, Company Accountant

[sybille.hugon@facci.com.au](mailto:sybille.hugon@facci.com.au)