



DON'T MESS WITH DRUGS FOUNDATION

Finance and Accounting Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

Vision and Mission:

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

Why we exist?

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

Position: Finance and Accounting Intern

Description:

DMWD Foundation is a non for profit charity starting from the ground up. It is offering an opportunity to become a part of its growth. We are looking for a Finance /Accounting Intern. By getting hands on experience, by working under a finance director or accountant, he/she is able to understand and follow financial trends. He/she can practically apply his/her theoretical knowledge of financial laws, government policies in his /her day to day work.

The student filling this position will have a wide range of important duties.

Responsibilities:

- Assist with month end financial reports
- Post Journal entries
- Help with Accounts receivable, payable and bank statement reconciliation
- Assist with audits
- Balance Sheet reconciliation
- Work with the finance team on yearly forecasting efforts
- Manage the monthly tracking of our physical inventory
- Support the payment processing team
- Data entry
- Credit checks
- Enter information into the financial accounting system of the company.
- Manage specialized information, reports, forms dealing with fees, billing, tracking of projects etc.





Finance and Accounting Intern

Qualifications:

- Applicants should be Business, Finance or Accounting focused
- Proficient in Microsoft applications
- Attention to detail
- The ability to multi task
- Excellent communication skills
- Expertise in numbers and good maths skills are very important
- The intern must have a knowledge of the basic principles and practices of accounting and financial analysis
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment

Start Date: TBC

Hours: 10 hours per week

Compensation: This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the internship period
- Work is assigned on ability, interest area and relevance to study and course
- Varied levels of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during internship period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required, at the end of the internship
- Potential for some paid work after internship period and when study is completed
- Monday to Friday
- If required for field work during the weekend, non-intern terms may/will apply
- DMWD is an Equal Opportunity Employer

