



## **AustCham Beijing Accounts and Finance Internship**

### **Position Outline**

**Title:** Accounts and Finance Associate

### **Key Responsibilities**

- Business Administration – Assist in the preparation of the monthly board materials and business administration in consultation with the Business Executive
- Financial Reporting & Accounts – Assist in AustCham South China's accounts and budget preparations in consultation with The Business Executive and The Treasurer
- Membership Drive – Assist in membership and sponsorship drive of AustCham
- Business Development – Assist in establishing and executing management plans informed by the financial reporting / accounts management / business administration work done within the role
- Will occasionally be called on to assist with event planning working closely with the Business Executive
- Help Finance manager issue invoices as required
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### **Qualifications Required**

- Interest in Australia-China relationship
- Background in accounting
- Analytical and research skills
- Strong time management and communication skills
- Experience developing, implementing and reporting on strategic plans as part of a small team
- Understanding of Australian/Chinese business practices
- Strong and flexible work ethic, adept at multitasking and prioritising
- Ability to work independently and to work effectively in a cross-cultural team
- Must be organized and detail-oriented
- Ability to communicate with members and stakeholders in a highly professional and helpful manner

**General Awareness:** Understands the considerations and values of a non-profit, membership based organization. Ability to work in a small team environment, contribute positively to local atmosphere and deliver on job responsibilities.