

Account Intern

About the business and the role

Greenhill Education Group Australia Pty Ltd trading as RGIT Australia is a leading vocational education provider in Australia and one of Australia's most competitive providers. With a founding principle of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to quality teaching, student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia, situated in Melbourne's CBD, is looking for a confident and positive Account Intern to join the Account team. This person will play an important role in supporting the Account department. It is a hands-on role and a great opportunity for someone starting out their Account career.

You will have an opportunity to get experience with a range of Account tasks, consisting of supporting the Account team with experiences such as:

Position Responsibilities

- Learning how to work as part of the accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.
- Handling sensitive or confidential information with honesty and integrity.
- Working with accounting software.
- Assist with the preparation of ad hoc and other internal reports

We are looking for people that are highly motivating and engaging individuals, with outstanding presentation skills that set you apart from others.

Through this experience, we look to offer you to work in a dynamic professional environment which can allow you to develop your oral and written communication skills.

This position offers excellent career opportunities in a friendly and supportive work environment.

If you believe you are qualified and suitable for this opportunity, please submit your cover letter together with your resume to hr@rgit.edu.au.