

## Work Based Learning (WBL) Placement Description

### Host Details

Host Organisation	Football Victoria
Placement Title	Accounts Assistant
Placements being offered	1
Placement Location:  <input checked="" type="checkbox"/> On-site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	
Address (if onsite)	Sports Drive, Bundoora, VIC 3083
Primary Supervisor Name	Andrew Goon
Position Title	Finance Manager
Host Organisation Website	<a href="https://www.footballvictoria.com.au/home">https://www.footballvictoria.com.au/home</a>
Host Organisation Background:  Football Victoria (FV) is the governing body for football in Victoria.  We are recognised as the organisation responsible for the administration, promotion and delivery of football and futsal (indoor football) in the state by both the State and Federal Governments, as well as Football Australia (FA).  Our funding derives from membership and club affiliation fees, government grants and corporate sponsorship.  Through the national body's affiliation with FIFA (Federation of International Football Associations), we look after everything football in Victoria including: <ul style="list-style-type: none"> <li>• Semi-professional ranks</li> <li>• Amateurs</li> <li>• Women and girls</li> <li>• Youth</li> <li>• Referees</li> <li>• Coaches</li> <li>• Officials</li> <li>• Volunteers</li> </ul> FV are committed to providing a quality service to the broad community with integrity and professional excellence. Through open communications and a dedication to equal opportunity, our vision is to be the most outstanding sporting body in Australia, leading to success in the world game.  FV are a not for profit sporting organisation run by a Board of Directors, elected by football stakeholders made up of Zone Representatives and Standing Committees. We reinvest any money generated by the game in a financially prudent manner, prioritising in providing more coaching, education, facilities, support and participation opportunities to the community and our partners back to where it is needed most.	

We currently employ over 60 staff to deliver on the FV Strategic Plan (“FootbALLways”) and administration of weekly football matches, producing annual football fixtures and appropriate rules of competition. Referees are also appointed to these matches to facilitate a safer and more enjoyable participation experience.

We also deliver education programs and resources to talented players, coaches, referees and club volunteers while promoting the game through various channels, keeping our members informed regularly through a dedicated communications program.

### Placement Details

<b>Placement Semester/Term</b>	Term 2 & Term 3 2025
<b>Start Date</b>	3 March 2025
<b>End Date</b>	30 May 2025
<b>Days/hours per week</b>	Flexible, 5 hours a day
<b>Hours (total)</b>	200 hours
<b>Placement Type</b>	Unpaid

*The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.*

#### **Desired Course Discipline/Background**

**Preferred degree/areas of study:** Bachelor of Commerce, Accounting, Finance

#### **Key Duties and Responsibilities**

- Process incoming invoices in line with FV’s policies and procedures
- Prepare batches of invoices for data entry
- Prepare the weekly EFT run and cheque runs when required
- Maintain all vendor files
- Process the corporate credit card transactions
- Management of Accounts inbox, including distribution of emails to relevant staff as required
- Attend to supplier & customer queries
- Bank reconciliations
- Debtor management
- General ledger reconciliation
- Assist in the ticketing operations at FV Events
- Admin and other compliance management
- Participate in any project teams as required to deliver project outcomes

#### **Selection Criteria**

##### **Essential:**

- Demonstrated attention to detail and the ability to maintain a high level of accuracy in preparing and entering financial data
- Demonstrated ability to work as a team and independently
- Analytical and problem-solving skills
- Effective verbal, written and listening skills
- Willingness to learn

##### **Desired:**

- Proficient computer skills in Microsoft Excel
- Experience with Xero

### Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other - Vaccination certificate (2 doses)
- None

### Work Based Learning (WBL) - Subject Information and Requirements

Subject Code	LTU2PP1, LTU2PP2
Subject Information	<a href="#">LTU2PP1 Handbook</a> <a href="#">LTU2PP2 Handbook</a>
Subject Prerequisites	<ul style="list-style-type: none"><li>• Completed 120 credit points of your degree</li><li>• Have 2 elective spaces in your course plan</li></ul>

### How to Apply

Application cutoff date 3 November 2024

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications Careers and Opportunities, LTU](#)

*Thank you for considering a Work Based Learning Placement!*