



Summer Internship Program Information

Successful applicants will be offered the opportunity to participate in the Summer Internship Program ("Internship") offered by Roberts & Morrow Chartered Accountants ("R&M" or the "Firm") in conjunction with the University of New England ("UNE"). The Internship offers students a substantial practical work placement in a large regional Chartered Accounting firm and the opportunity to gain academic credit equivalent to one subject towards their UNE degree.

Objectives of the program

The program contributes to the development of future professional practitioners by exposing them to the reality of the professional accounting practice in all its dimensions. At the end of the internship, students will have:

- » developed knowledge, skills, values and new ways of understanding from direct exposure to professional issues in operation
- » gained real-life knowledge
- » developed networking skills from working closely with members of the profession and the opportunity to work with someone who can become a mentor
- » experienced the operations of a professional practice
- » observed and reflected upon the values, ethical standards & conduct of professional practice, and
- » be able to apply the formal learning acquired at UNE to practice and have developed an appreciation of the practical dimensions

Key program features

- » A paid placement for a period of three months during Trimester 3 2019. Placement will commence on Monday 4 November 2019 and will finish on Friday 7 February 2020. This is a total period of 14 weeks.
- » During the program interns will experience a wide range of training, presentations and attend tailored site visits to enhance their understanding of the Chartered Accounting profession. In addition they will be trained on a range of specific Firm processes and will be expected to contribute high quality client work. This will provide them with real world experience to enhance their formal learning at UNE.

- » Interns will be placed on a casual employment contract and paid a competitive market rate. They will work a normal office week (ie. Monday-Friday) for the standard office hours of R&M, (ie. 37.5 hours per week).
- » R&M closes its premises for a two week period for the Christmas & New Year period. The office will be closed from Monday 23 December 2019 to Friday 3 January 2020 inclusive. Interns will not be required to attend the office during this period.
- » All successful applicants must be available to commence induction on Monday 4 November 2019 in order to be able to participate in the group induction of interns.
- » Students are able to receive academic credit for the Internship through enrolment in a special topic unit offered by the UNE Business School.
- » The Firm recognises that, in addition to the standard office closure period and public holidays, students may have other personal commitments that they wish to attend which conflict with the placement period. The Firm is willing to accommodate an additional period of leave from the program of up to 2 weeks (10 business days). Applicants should highlight any planned absences during the application and interview process so that these can be factored into placement planning. Requests for leave as per the above will not adversely impact applicant selection for the program.

Eligibility

- » Applicants must be a current UNE student enrolled in a degree offered by the UNE Business School (unless an exception has been made).
- » The program is open to students in all years.
- » The program is based in Armidale and requires students to attend the offices of R&M daily during business hours.
- » Successful applicants will be responsible for their own accommodation during the placement.
- » Applicants must have the right to live and work in Australia.