

FINANCIAL SERVICES

What tasks could a student on placement do?

- Process financial transactions
- Perform financial calculations
- Identify and retrieve documents from computer
- Perform data entry
- Produce spreadsheets
- Document management – copy, collate, scan & file documents in accordance with office protocols
- Communicate effectively with others – answer incoming calls.
- Meet & greet clients accessing services
- Undertake stationary/supplies stock-take
- Participate in a WHS site induction

