

# 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