

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 and file documents in accordance with office protocols.
- Communicate effectively with others - answer incoming calls.
- Meet and greet clients accessing services.
- Undertake stationery/supplies stock-take.
- Participate in a WHS site induction.