



About Us:

PACE Care is a not-for-profit organization committed to assisting aged and community care providers to attain and sustain financial viability and competitiveness. We provide a range of financial processing and support services that assist organisations to streamline burdensome administration, finance and payroll requirements, and allow them to focus on their service delivery.

PACE Care was formed when a few local organisations decided to combine resources under a shared services model, with the aim of delivering significant financial benefits along with increased access to professional skills and resources through a culture of collaboration. We are currently entering a phase of extensive growth and are looking for an intern to be part of this exciting journey.

About the role:

You will be part of a small and dedicated team across AP, AR, Financial and Management Accounting for one of our biggest aged care clients, who is also experiencing significant growth within their organisation.

You will work with the finance team to prepare reconciliations, month end journals, variance analysis and reporting; assist system implementation and improve and streamline processes; backfill AP, AR and Account Manager when needed; and handle ad hoc tasks allocated by the team.

About you

We are looking for someone who is not afraid of a challenge and who is excited to be part of a growing organisation.

As a successful candidate, you'd ideally have the following skills and exposure:

- Studying Finance or Accounting
- Strong communication skills and a service-oriented mindset
- IT skills in financial accounting systems and Microsoft Office suite
- Experience within the aged care and/or disability sectors or similar will be highly regarded
- Successful candidate needs to be willing to undergo a criminal background check and be willing to undergo vaccinations if required under aged care legislation

Location - Tuggerah

- Options for internship placement:
 - Hybrid - In office / WFH (if candidate lives close to Tuggerah)
 - WFH with mandatory attendance in Tuggerah for training 2-3 times during 24 week placement