Gain invaluable INDUSTRY EXPERIENCE with one-off INTERNSHIPS!

What is it?

An exciting 6-month internship with Alexion!

Get a head start on your career with a one-off 6-month internship. Being awarded an internship by UNSW Co-op is an outstanding addition to your resume and an excellent opportunity for you to gain experience prior to graduation. The successful applicants will receive:
- $18,200 in total (paid via $698.08 fortnightly instalments, with balance paid on completion)
- a 24-week full-time placement beginning in 2018 offering 'real-world' industry experience, which is recognised on your UNSW AHEGS.

More information about the industry placement requirements can be found in the Internship Guidelines.

Eligibility

Applicants must be a permanent resident or Australian citizen and a full-time student currently enrolled in a Commerce program (single or dual-degree), majoring in Accounting. A competitive candidate will have achieved a credit minimum in all courses and overall WAM. Some industry experience is preferable. Having met the academic and experience requirements, successful applicants are largely selected on their interpersonal skills and motivation. Ability to speak Mandarin would be an advantage in this role but it is definitely not a prerequisite.

If offered the internship, you must be prepared to:
- work 24 weeks full-time at Alexion (Office location: Suite 401, Level 4, Building A, 20 Rodborough Road, Frenchs Forest NSW 2086)
- be enrolled in an internship course*; and
- study no more than two additional courses (preferably one) in Semester 1 2018. [Please take into consideration whether this will affect your program completion date.]

* UOC applied to this internship subject will not count towards your degree, nor attract a HECS fee, but will allow you to keep your enrolment status as a full-time student at UNSW.

Internship Summary

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<thead>
<tr>
<th>Value</th>
<th>$18,200</th>
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<tbody>
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<td>Program</td>
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<td>Year in program</td>
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<tr>
<td>Duration</td>
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<tr>
<td>Start date</td>
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<tr>
<td>End date</td>
<td>July 2018</td>
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Questions

If you have any further questions about the internship program, please contact our office. Once appointed, interns will be required to attend an Internship Briefing Session which will prepare you for the internship.

Application Form

Complete the application form online and upload as one merged document your:
- Academic Statement
- CV

CLOSES: 5pm, Wednesday 24 January 2018

Contact Information

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Managed by: COOOP PROGRAM

Job Description - Finance Internship Role at Alexion

Alexion is a unique & highly innovative, global biopharmaceutical company focused on developing and delivering life-transforming therapies for patients with devastating and rare disorders. Alexion is advancing the most robust rare disease pipeline in the biotech industry, with highly innovative product candidates in multiple therapeutic areas. As the global leader in complement inhibition, the Company is strengthening and broadening its portfolio of complement inhibitors across diverse platforms. This is a unique opportunity to work in a small team operating in a truly life changing area of the biotech industry. Alexion forges a pathway from innovative science to breakthrough therapies for patients suffering from devastating diseases. As a Finance Intern you will have the opportunity to be involved in financial accounting and reporting, play a key part in maintaining and developing financial controls looking for efficiency improvements. You will also be exposed to the development of both market access & government funding submissions. You will be reporting to a Finance Manager and will be primarily allocated to a region within Australasia. Your work will cover all aspects of the finance function, including accounting, reporting, accounts payable support and financial planning and analysis.

Position Summary and Skills
The six-month internships exist to work in the Finance team at the Alexion Sydney offices, these opportunities provide unique opportunities to work directly with a small but highly experienced and regarded team of senior finance professionals. The roles will assist and work on a number of key projects within the team and also provide an opportunity to work in a multinational organization that supports patients with devastating life-threatening diseases.

You will be a partner in supporting and connecting with multiple markets across the Asia Pacific region, including Australia, Taiwan, Hong Kong and South Korea to name a few.

You will be developing mainly the following skills:
- Communication, by e-mail or in person, with a wide range of Alexion team members some of them located in the Sydney office but many of them located in other Alexion offices.
- Attention to detail, being able to validate the data and the reports that you will prepare is a key skill that you will have to focus on extensively. It will be expected from you that you do a self validation of your reports before you provide them to your manager.
- Learning how a corporate operates, as you will be involved in a wide range of activities this will allow you to understand how a large multinational operates. This includes learning the importance of collaboration among teams and also how key it is to follow the compliance requirements set up by the company.
- Understanding the importance of financial and other internal controls, you will review and work in designing new controls which mitigate significant company risks.
- Use of Excel, you will be trained in how to better use this tool as a finance professional.
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Principal Responsibilities

Financial Accounting and Reporting
- Preparation of journal entries to ensure accuracy of financial reporting.
- Active participation in the month-end accruals meetings with business owners.
- Support during the month-end reporting process preparing and updating reports for Finance Director to review and approve in accordance with the Corporate Deadlines.
- Proactively recommend improvements to some of the month-end procedures.
- Main contact for the PwC audit team in terms of providing required information for the completion of the work.

Financial and other internal Controls
- Testing control environment in accordance with the Global Internal Audit Guidelines.
- Proactively assess and report potential control risks identified while performing tasks.

Accounts Payable and Procurement
- Support the Australasia team with account payable and procurement queries.
- Set up access for new staff members.
- Provide training for new or existing team members, to be provided in person or via Skype.
- Ensuring timely processing of invoices for payment and good communication to business owners and AP/Procurement Team.
- Support the Australasia team with Concur expense submission queries.

Financial Planning and Analysis Intern
- Assist the Controllers run standard and adhoc management reports
- Assist the Finance Director with Commercial Pricing and Reimbursement Analysis.
- Work with the Controllers and the Finance Director to develop Analysis and provide Insight for investment and resource allocation
- Assist in the planning cycle process including forecasting, budgeting and strategic planning across Australia and Asia