MSD – Australia & New Zealand

Job Description – Finance Intern

Job brief

We are looking for an Intern to support MSD Finance Team, in performing selected routine activities and initiate new projects including simplification or automation of identified processes. You will be mentored and guided by our qualified, experienced and professional finance team in Australia and New Zealand.

Intern’s responsibilities include supporting the Finance team with routine financial accounting activities as required such as reconciliation, financial reporting, assisting in establishing and documenting procedures and adhoc projects. Simplification and automation activities involve understanding existing processes and identifying suitable automation solutions with the support of respective process owner and developing the solution, test, and launch.

To be successful in this role, your will utilise your knowledge, passion and enthusiasm for accounting principles and automation. You are not required to have prior work experience on these activities.

Intern will get exposure to overall finance operation in SAP based environment and in a professional setting. Considering the evolving COVID situation across Australia, the intern may have to work remotely.

About MSD

Our vision to be the premier, research-intensive biopharmaceutical company and mission to save and improve lives will be achieved through our company strategy. The COVID-19 pandemic is an unrivalled scientific and global health challenge. As a company with a long legacy of research in infectious diseases, we have a responsibility to help. We know that success will require global collaboration among countries and companies and more. That’s why we’ve entered a partnership to support the manufacturing and supply of Johnson & Johnson’s COVID-19 vaccine and we’re evaluating our investigational oral antiviral therapy for COVID-19. We’re hopeful that we can make a meaningful impact on the pandemic and help patients around the world.

Responsibilities

- Work with Process Development Team to identify, document, develop, test, and launch selected automation solution/s.
• Support Finance Team in reviewing financial statements and preparation of monthly accruals, allocations and other adjustments.
• Reconciliation and analysis.
• Review select General Ledger accounts for Fringe Benefits Tax purposes.
• Assistance with documenting procedures and internal controls.
• Reconcile identified accounts for month-end reporting purposes.
• Overviewing controls around E-Commerce website and Subscription processes.
• Co-ordinate with Tax and Financial Planning team on month-end processes.
• Possible exposure to SAP implementation.
• Other adhoc tasks and projects.

Requirements

• Studying in Accounting, Finance or relevant degree
• MS Office skills (MS Excel, MS Word, MS Powerpoint etc.)
• Strong attention to detail and good analytical skills
• Strong communication and interpersonal skills
• Knowledge of Power BI or other automation tools is desirable but not a pre-requisite