GWEx
GuernseyWorkExperience

PLACEMENT DESCRIPTION

Employer:	WEX TEMPLATES	**Contact:**	
		Supervisor:	
		Employer Tel:	
		Website:	
Job:	Auditor (finance)		
Classification:	Business, Finance and Related	**Ref:** 50,026	

Aims & Objectives:
To develop key skills through the experience of work
To gain an insight into working as an auditor & accountant

Key Tasks:
Student will do a certain amount of observation but then under supervision may have hands on practical experience in the following areas:
Audit of financial statements   including audit testing and possibly visiting clients
Book keeping and accounts preparation. Personal tax. Compliance   keeping records up to date.
Working in a team and attending client meetings.

Requirements:
Must be year 12 or 13
Student must be numerate, literate and capable in IT
Good communication skills and the ability to articulate is essential
Willing to learn

Clothing:
Office smart (no suit needed, but boys please bring a tie in case you meet clients)

Working Hours: Monday   Friday 9am   5pm

Meal Breaks: Bring own lunch.1 Hour for lunch   unsupervised

Interview Required:	Y	**Student to Arrange:**	Y

Notes: Student to phone employer to arrange an informal interview prior to placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.
SLIPS, TRIPS & FALLS: Student will not work at a height in this placement
LIFTING & MANUAL HANDING: Instructions will be given as required.
CHILD PROTECTION ISSUES: Student may travel to clients sites with a trained member of staff.
ELECTRICITY: Safe use of electrical items to be shown.
COMPUTERS & WORK STATION: Regular breaks from computer screens are required during prolonged use.
CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with hazardous machinery/chemicals.

Special Notes:
Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date: **Next Visit Date:**   **Risk Band:**   L