



## Internship Opportunity

### Ashurst – Risk Consulting

Ascham parent Philip Hardy is a Partner at Ashurst and is offering the opportunity to apply for a Risk Consulting Internship. Ashurst is a law firm with a newly created Risk Advisory practice which operates as an independent advisory function which is adjacent to the firm's legal practices. It benefits from the firm's deep-rooted network and profound expertise within the already well-established financial regulatory practice. Ashurst prides itself on "thinking differently" and as part of its core values, it lives and breathes collaboration between practices, both nationally and globally. In keeping with Ashurst's reputation for excellence, the Risk Advisory practice offers alternative and pioneering risk consulting solutions for the firm's client base.

### Details

**Location:** 5 Martin Place, Sydney

**Type of Internship:** Combination of term time and or summer vacation

**Commitment:** Flexible timing around a student's university timetable (can accommodate time off for study and exams). Two to three days per week from September 2021 to February 2022 or full time from 29 November – 4 February. 8.30am – 5pm

**Website:** <https://www.ashurst.com/>

### Responsibilities

- Work on an engagement, supporting and taking charge of a distinct aspect of the engagement or projects;
- Gather and interpret data and execute analysis to translate into meaningful insights;
- Contributing to the daily management of clients' projects (including liaising with key internal stakeholders);
- Undertaking research projects;
- Due diligence tasks, including reviewing documents and providing summary reports;
- Assisting with the drafting process for a variety of client deliverables;
- Developing process workflows and best practice guides in relation to the work undertaken as part of your role;

- Hard copy document management;
- Electronic document management;
- Setting up, monitoring and updating project plans;
- Organising standard forms and know-how; and
- Assisting with day to day file management, client reporting and billing;
- Sourcing imagery and resizing imagery.

## **Skills and Attributes**

The intern should have:

- Bachelor degree in business, commerce, law or other related fields, or due to graduate before December 2021;
- Exceptional analytical and quantitative problem-solving skills;
- Excellent organisational skills;
- Collegiate, positive and willing attitude to work;
- Excellent attention to detail;
- Good written and oral communication skills;
- Confident and professional manner;
- High levels of IT skills and competence;
- Strong commitment to excellence and personal and professional growth;
- Flexibility and a flexible approach to working hours.
- Solid digital skills, as well as the use of social media platforms and design software is preferable.

No relevant work experience required but prefer candidates who have had retail, hospitality, or any casual role that interacts with customers/clients.

## **Application process**

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at [community@ascham.nsw.edu.au](mailto:community@ascham.nsw.edu.au)

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

**Applications close** 5pm, Friday 13 August 2021