



Gold Coast Health **LEAP** Program

Accounts Receivable Intern

Gold Coast University Hospital

An opportunity exists in the Finance team for one intern. This opportunity will be supervised by Stefanie Baker, Director Financial Reporting and Compliance.

Background

Gold Coast Health (GCH) is a rapidly growing healthcare service that is dedicated to providing exceptional, patient-centred care of the highest quality. Our three hospitals and numerous community facilities are staffed by a team of passionate and talented individuals who are committed to making a positive impact on the lives of our patients.

For those who are seeking to jumpstart their careers, our non-clinical Learning Experience Academic Placement program (LEAP), offers a unique opportunity to gain invaluable experience in a dynamic and challenging industry. Whether you're just starting out or looking to make a career change, the LEAP program is the perfect opportunity to take your first step towards a rewarding and fulfilling career in healthcare.

If you're ready to make a real difference and gain valuable work experience in the process, apply for a non-clinical internship with Gold Coast Health today!

About the Team

The Financial Reporting and Compliance (FRC) Team consists of Financial Accounting, Asset Accounting, Accounts Receivable and Treasury. FRC plays a key role in ensuring financial reports are accurate and reliable. Accounts Receivable manages patient billing and collections for the health service. This includes generating and sending invoices, receipting money via a variety of methods and following up accounts.

About the Role/Project

The candidate will assist with the performance of reconciliations of hospital system data, with financial system data including data analysis, investigation and correction of variances. This work assists with ensuring all hospital billing is accurate and complete. Through the completion of this work the candidate will have the opportunity to work with members of the accounts receivable team to obtain an understanding of the process and systems and gain real world experience in analytics, reconciliations and accounts receivable.

What we are looking for

We are seeking a motivated student who is eager to learn and work as part of a team. The student will need to utilise high attention to detail for data entry and analysis. Strong verbal communication and computer literacy skills will be required.

Area of Study

While not exclusively limited to, this opportunity would be best suited to students studying:

- Commerce - Accounting, Economics, Finance

Requirements and Time Commitment

- Intake 1: 02 March to 22 May 2026.
- 1 day placement per week for 12 weeks.
- Applicants must be currently enrolled at a tertiary institution to be eligible to participate.
- A signed indemnity insurance form from your tertiary institution will be required prior to commencement if successful.

**Please note the time commitment may be negotiated to align with semester dates for academic credit where possible.*

Accessibility

At Gold Coast Health, we value and celebrate the diversity of our employees and are dedicated to creating a workforce that reflects the diverse community we serve. Our Diversity and Inclusion team is always available to provide support and guidance to all employees and will promptly facilitate reasonable adjustments upon request.

Enquiries and submission

For more information and to apply please contact your University Work Integrated Learning (WIL) Coordinator or Career Development Team.

Please include the following materials in your application:

- Current resume
- Contact details of 2 referees
- Academic transcript
- Cover letter (no more than 1-2 pages) outlining what you hope to gain from the experience.

Applications close: Midnight Monday, 05 January 2026

Please note: Shortlisted candidates will be contacted by a private phone number or via email.