



THE UNIVERSITY OF
MELBOURNE



Careers & Employability

Industry Engagement

About our services

Identifying suitable talent for your company can be a demanding and competitive endeavour. Our Industry Engagement team is here to link you with our skilled students and recent graduates who offer adaptable skills to navigate the evolving landscape of work.

Whether your goal is to enhance your brand visibility, showcase opportunities to students of specific disciplines, or discover inventive methods for talent acquisition, we're ready to support you. Our employer engagement initiatives encompasses virtual and on-campus career fairs, digital promotions, and engaging student events.



Careers Online for Employers

To get started, register your organisation on Careers Online.

Careers Online for Employers

Once registered, access to our services will be provided. A step-by-step registration guide is available on Career Online's homepage. An administrator has access to all functions on the dashboard including creating a job ad, submitting a change request, and more. Below is an image of what a student sees once they log in.

The screenshot displays the 'Careers Online' interface for employers. At the top left is the University of Melbourne logo. The main header includes navigation tabs for 'Careers Online', 'Jobs', 'Events', 'News', and 'Resources', along with a notification bell icon showing '0'. The job listing is for a 'Junior Accountant' position. The employer's name is redacted with a grey box, and the location is 'Melbourne, VIC, Australia'. The 'Details' section lists skills required, such as 'Currently studying/About to begin studying their CA or CPA qualification' and 'Completion of client income tax returns'. The 'Applications' section indicates that applications close on 4 Feb 2024 and provides a 'How to apply' button. The 'Other information' section details the job type as 'Graduate Employment / Final Year Recruiting Professional / Experienced Graduate', contract type as 'Permanent', contract hours as 'Full Time', remuneration as '\$55,000-65,000', and expected commencement as 'ASAP'. The job was posted on 4 Dec 2023. A 'More Jobs' section lists a 'Year 12 Maths/ Physics/ Chemistry and Biology (VCE/HSC/IB) Tutor' position, also in Australia, posted on 31 Dec 2023.

Junior Accountant
Your Organisation's Name
Melbourne, VIC, Australia

Details

Skills Required

- Currently studying/About to begin studying their CA or CPA qualification
- Completion of client income tax returns
- Preparation of draft financial statements for review
- Prepare Activity Statements
- Prepare and collate final financial statements and statutory reports
- Identify where various items are represented on financial statements
- Provide supporting documentation and clearly articulate and prove how certain figures/outcomes were achieved and why
- Competent with programs such as MYOB AE, Xero or Quickbooks at a basic level
- Strong Excel and Word skills
- Contact ATO for client administration matters
- Access ATO portal for client and BAS lodgement

Applications

Applications close on **4 Feb 2024**

[How to apply](#)

We are a boutique independent accounting firm with a strong client base, located on St Kilda Road. We are seeking an excited, reliable Junior Accountant to join our team, preferably someone who is eager to start their CA or CPA qualification

Other information

Job Type
Graduate Employment / Final Year Recruiting
Professional / Experienced Graduate

Contract Type
Permanent

Contract Hours
Full Time

Remuneration
\$55,000-65,000

Expected commencement
ASAP

Posted 4 Dec 2023

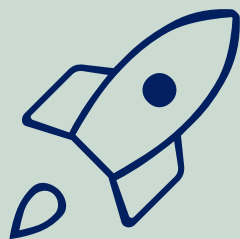
More Jobs

Year 12 Maths/ Physics/ Chemistry and Biology (VCE/HSC/IB) Tutor
Looking for Year 12 Maths/ Physics/ Chemistry and Biology (VCE/HSC/IB) Tutor

Australia 31 Dec 2023

To access this page, please go to: employers.careersonline.unimelb.edu.au

Your brand



Boost your brand among your future employees

Enhance your brand visibility with your potential future workforce by:

- direct emailing your target student audience
- posting a job on the University of Melbourne's noticeboard
- delivering a workshop or information session to a specific student cohort
- participating in fairs
- advertising a self-managed event to our students

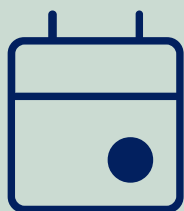
All the above services can be accessed on your Careers Online dashboard. Service requests are reviewed within 3 working days.



Host an internship or Work Integrated Learning (WIL) opportunity

Due to the unique characteristics of our courses, each faculty conducts their WIL programs differently. Our faculty colleagues can help you coordinate internships, projects and other work experience opportunities for students across a broad range of disciplines.

Contact us at: careers-services@unimelb.edu.au to find out more.



Tailored events

Deliver captivating and unique activities to amplify your recruitment initiatives and invigorate your brand image. If you have a preferred activity in mind, let us know and we'll connect with you.



"UoM has demonstrated professionalism, insight, and a genuine dedication to fostering meaningful connections between students and industry partners. Their proactive approach to collaboration has not only facilitated our hiring processes but has also enriched our relationship with the university. UoM go beyond to ensure that students receive the guidance and resources they need to succeed, while simultaneously catering to the needs of employers like us. Thank you UoM team for your genuine partnership and support."

Daiana Papadopoulos, Victorian Auditor-General's Office

Diversify your workforce

University of Melbourne stands behind Victoria's Commitment to Action to improve international student employment outcomes.

International students contribute loyalty and add value to the Australian workforce. They can work while studying and many hold full working rights upon graduating.

To read more about our commitment to advance employment outcomes for international students and graduates in Victoria: go.unimelb.edu.au/98hs

"The relationship between industry and educational institutions is critical. Working with the Industry Engagement team at Melbourne University has been great. They are professional, proactive and genuine in their desire to help both students and industry."

Alison Marquardt, Integrated Application Development (IntegraDev)

Benefits of making opportunities available to all candidates at graduate or intern level are:

- International students have a sound work ethic
- Improving Australia's international reputation
- Access to observations on international markets, including cultural exchange, which may be favourable in the long-term
- International students and graduates are loyal, enthusiastic and dedicated to their role
- International students have contributed to regional employers, supporting and growing local businesses
- Multilingual staff who can communicate with overseas clients and appreciate perspectives from different cultures and markets
- International students contribute to economic development in regional communities.

Delve into resources that guide your business to build inclusive policies. View our resources on this link: about.unimelb.edu.au/diversity-inclusion



Our annual events

We have three main events:

Grad Job Series

The Grad Job Series is held over 3 weeks and features employers with a structured graduate program who are accepting applications.

The flagship event of the Grad Job Series is the Graduate Careers Fair. Attracting over 2000 students over two days, employers join the Graduate Careers Fair to fill their graduate talent pipeline for subsequent years.

Period:

Semester 1, February – March

Internship Series

The Internship Series offers a range of engagement activities and career development workshops to promote employers' internship programs and to prepare students for the recruitment process. Employers who have a structured internship program are prioritised.

Period:

Semester 2, July – August

International Students: Career Success in Australia & Beyond

Through signing a new Commitment to Action, the University will work alongside employers and industry bodies to address employment barriers and promote post-study pathways for global talent. We welcome employers who are open to diversify their workforce to be part of this brand-new event. Details will be published online in 2024.

Period:

Semester 2, July – August

Looking for standalone event opportunities?

If you are thinking about holding a standalone information session on campus, promoting an in-house event, or seeking to support your recruitment drive, please explore your options below:

- [Hold an employer information session](#)
- [Promote your in-house event](#)
- [Send a targeted email](#)

Organisations are invited to bring their own event ideas.

[Get in touch](#) with us to discuss further.

"We had a fantastic experience working with the Industry Engagement team at the University of Melbourne for an employer info session for Faw-Volkswagen's graduate program. The registration and attendance rates exceeded our targets, and we couldn't have reached this amazing outcome without the ongoing support from the IE team. We are very glad to see how supportive they are of overseas employers, and we appreciate their dedication to helping international students achieve better employment outcomes. We look forward to working with them again."

Carina Li, FAW-Volkswagen Overseas Recruitment

"Working with the Industry Engagement team at the University of Melbourne has been a fruitful journey. The support and resources offered by the team has been exceptional. Their proactive approach and dedication to connecting industry employers with highly talented students makes them an invaluable partner in achieving our recruitment goals and fostering a thriving workforce."

Luka Zubonja, Australian Taxation Office

Other student engagement opportunities

Mentoring at Melbourne

Alumni are welcome to connect with current students and other alum via Ask Alumni – a professional networking platform.

For more information and to register:

mentoring.unimelb.edu.au/p/p10

"I find the Mentoring Program very rewarding. It allows you to build a relationship with a student who can give you a lot of perspective and you never know if those students may one day become your colleagues."

Christopher Tan, Bachelor of Dental Science

Ask Alumni operates in a similar way to LinkedIn in that a participant creates a user profile as a mentee/mentor or as both roles. They can then see the profiles of thousands of alum who have registered to offer career guidance support.

When alum sign up, they can initiate informative conversations on a range of topics with other alum, or wait for a current student to send them a connection request. If a mentee request is accepted by an alum, the time commitment is a 30-minute conversation – either on Zoom or in person, as determined by the participants.

Join Ask Alumni today.



Career Mapping

Career Mapping is The University of Melbourne's sector-leading career readiness framework that guides students to consider where they are, in order to make decisions and take actions to further their career development. Career Mapping encourages students to self-identify in one of four career readiness phases:

Discover

Early career thinkers

Focus

Ready to career plan and gain experiences

Apply

Available and prepared to apply for roles after graduation, and

Sorted

Applying for further study or already in professional roles.

Students may already know their current career readiness phase, or through a quick introduction may be able to identify where they are currently sitting. Identifying their phase can help students to ask meaningful questions, shape conversations to their specific situation or prepare intentionally for their next steps. Students in the **Discover** phase may get more out of a conversation centred around understanding self in relation to work, while a **Focus** student may have questions about cold-calling for experiential opportunities. An **Apply** student may need to know what employers in your field are looking for in candidates, or a **Sorted** student may wish to find out about workplace mentoring, career change or career progression. Our students are consistently reporting that career learning tailored to their Career Mapping phase is relevant and useful.

Consider using the four career readiness phases – Discover, Focus, Apply and Sorted – as a simple guide when planning student activities or when you are next having a conversation with one of our students.





Our key numbers



#1
in Australia



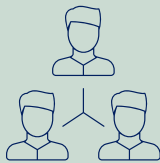
#14
in the world



#8
in graduate employability
worldwide



52,000+
Students



470,000+
Living alumni



41%
International Students



97%
of undergraduates in work



98%
of graduates in work



1600+
Student internship partners





THE UNIVERSITY OF
MELBOURNE

UniMelb on-demand



Get to know us better
in your own time

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