

About UHY Haines Norton

UHY Haines Norton is a national association of independent accounting firms in Australia and New Zealand. UHY Haines Norton in Victoria is in **Melbourne's CBD** conveniently located in Bourke Street, one block from Southern Cross Station.

As a member of Urbach Hacker Young International Ltd, UHY Haines Norton has access to a network of membership offices in over 240 cities in 78 countries throughout the world.

We provide comprehensive, dynamic and modern "intelligent solutions" to businesses, in the private, public and not-for-profit sectors. Our range of intelligent solutions includes:

- Business Development and Strategic Planning.
- Corporate Finance.
- Tax Planning and Compliance.
- Financial Reporting.
- Audit and Assurance.
- Financial and Retirement Planning.

Please visit our web site at www.uhyhn.com.au for further information.

UHY Haines Norton in Melbourne has a successful history with graduates and Co-ops and been able to provide a career path to achieve manager, principal and partner positions within the firm.

UHY Haines Norton's success with its Graduates and Co-ops can be attributed to

- the variety of work available
- the experience offered including reporting directly to managers and partners
- a work/life balance culture
- a friendly environment with a blend of youth and experienced professionals

Training and Practical Experience Offered

We pride ourselves in offering successful applicants:

- The immediate transition into a working role within a client service team. All employees are exposed to a range of entities, operating in a variety of industries, with the opportunity to interact with these clients.
- Training:
 - At the commencement of employment a structured intensive in-house orientation.
 - Structured monthly tax update training.
 - In-house training sessions, covering a range of accounting, tax and audit / assurance issues.
 - Twice yearly multi-discipline development days.
- A mentor, who is a source of continuous encouragement and support.
 - The provision of constructive feedback by way of six monthly reviews and regular informal appraisals.
 - Various social activities / functions.

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Chartered Accountants Program support

The firm supports candidates undertaking the CA Program including;

- Study leave of two days per module plus the day of the exam on first sitting of a module.
- Mentoring as part of the practical experience requirements.
- Cost of CA course materials provided by a recognised external provider.
- Reimburse candidates for each successfully completed module.

Graduate and Co-op Roles Available

UHY Haines Norton in Melbourne is presently seeking up to 3-4 Graduates and Co-ops to join our audit / assurance division **or** business services division in the next calendar year. These roles generally involve:

Audit / Assurance:

- Working in teams of two to six people.
- Reporting directly to the manager or partner.
- Observing, understanding and testing a variety of systems and transactions
- General purpose and special purpose financial reporting.

Business Services:

- Preparing a variety of compliance returns, including Income Tax, FBT and Business Activity Statements.
- Preparing financial statements and management reports.
- Assisting in the preparation of cash flow projections and business plans.
- Dynamic ad-hoc assignments

Ideally candidates should:

- Possess strong academic credentials and IT capabilities.
- Be confident and effective communicators.
- Display excellent interpersonal skills.
- Exercise integrity, maturity and professionalism.
- Be ambitious and enthusiastic about fully servicing the needs and exceeding the expectations of our extensive client base;

APPLICATION CRITERIA

To apply for a Graduate or Co-op position please provide your **resume**, copies of **academic transcripts** and **references** to support your application.

Applicants must have permanent residency to apply.

Candidates selected will be contacted to arrange an interview.

Address applications to Adam Roberts, Human Resources Partner, UHY Haines Norton:

Mail: GPO Box 1735
Melbourne Vic 3001
Email: mail@melb.uhyhn.com.au
Enquiries: Telephone: (03) 9629 4700