

Position Description

CA ANZ Student Representative

Business Unit Information

Business Unit Name:	Careers Engagement
Reports to:	Careers Engagement Manager/Consultant
Proficiency Level:	Team Player
Role Location:	Australia and New Zealand

Business Unit Description

The Careers Engagement team is a group of highly motivated, enthusiastic, committed and creative team players. We are based in several regions across Australia and New Zealand. We pride ourselves on working hard, but also maintaining a fun and positive environment. We have a need to deliver on business transformation that meets our members' needs by assisting in building CA ANZ's future member pipeline by increasing awareness of CA ANZ, the CA qualification and its benefits, and a career in business and accounting within the high school, tertiary and graduate segments.

Chartered Accountants Australia & New Zealand Vision & Values

The Difference Makers

- 
Collaborate
for success
- 
Integrity
in all we do
- 
Embrace
Diversity
- 
Accountable
to ourselves
and others
- 
Passion
to **Grow** and
improve

We want you to help us transform by:

- Engaging with students at high school and university events.
- Promoting CA ANZ events and initiatives to high school and tertiary students, career advisers and educators.
- Engaging with future talent, career advisers and educators to promote a career in the accounting profession.

We will give you responsibility for:

- You will receive internal training to be able to provide information to others on the services that CA ANZ provides to future candidates and members.
- You will receive internal training to be equipped to answer questions/ queries about the CA Program.
- You will be shown how to present at virtual workshops and speak to your experience with accounting at CA ANZ.
- You will be trained on how to promote CA ANZ virtual events and communications via social media.
- To show initiative and bring forward new connections/ideas e.g introductions to a lecturer or career advisor to assist with engagements.
- To show a commitment and professionalism to your role with prompt responses and punctuality.

Typical activities:

- Assisting our Careers Engagement Team by attending events for CAANZ on and off campus such as o-week, careers fairs or networking events.
- Utilising internal systems where required and assisting with administrative tasks as appropriate, such as data entry or posting on social media sites.
- To provide general administrative support to the Careers Engagement team from time to time eg. outbound calling.

You will be successful if you:

- Are currently studying a degree in business or commerce, ideally with an accounting major (and will be studying at university for a full year in 2022 or beyond).
- Enjoy growing your professional network by organizing and participating in events.
- Enjoy new challenges and getting out of your comfort zone.

We want you to bring and grow:

Proven experience and skills in:

- Excellent communication skills and public speaking ability
- Strong networking and relationship building skills
- Ability to work collaboratively in a team

Qualification

- Currently undertaking a degree in Business or Commerce at university, majoring in Accounting – any year level.

“Please note: Anyone who accepts a role with CA ANZ needs to comply with our reasonable Work Health & Safety requirements, which may include consenting to vaccinations, incl. COVID-19 vaccinations. CA ANZ currently has a general policy of requiring all our people to be vaccinated as a condition of entry to workplaces, client workplaces and events.”