

What can I do with a Degree in Commerce?

Bachelor of Business (Accounting and Finance)
(BBAF140)

- Bachelor of Commerce (Accounting and Finance)
(BCAF140) (*for students who commenced from 2010*)



2011

Please note: the information contained in this document was current as of January 2011. Refer to www.swinburne.edu.au/courses/ for the most current updates.

For entry and admission requirements: <http://courses.swinburne.edu.au/courses>

What can I do with this degree?

A combination of the accounting and finance disciplines, the Bachelor of Commerce (Accounting and Finance) is designed to equip students to enter the global, challenging and evolving industries of accounting, banking, finance and consultation. This degree is designed to assist in the intellectual, social and personal development of the student as preparation for entrance to a range of specialist and generalist business professions. The course prepares students for a career in business, whether domestic or international, recognising that the business world is a global one in the 21st century.

Graduates may be employed as:

- Graduate Accountant
- Junior Accountant
- Trainee Accountant
- Junior Business Analyst
- Junior Para planner
- Business Banking Associate
- Investor Communications Associate
- Investment Analyst
- Junior Equities Advisor/Analyst
- Graduate Pricing Analyst
- Funds Accounting Officer
- Financial Advisor
- Mortgage Broker
- Junior Support Analyst
- Financial Accountant
- Trainee Financial Planner
- Assistant Accountant
- Collections Officer
- Junior Accounts Clerk
- Loan Consultant
- Lending Officer
- Junior Loans Officer
- Finance Administrator
- Graduate Financial Analyst
- Accounts Administrator
- Junior Auditor
- Junior Finance Consultant

Examples of where you may find employment:

- Private Enterprise
- Education
- Government Departments
- Non-profit organisations

The skills and attributes required by Bachelor of Commerce (Accounting and Finance) graduates:

- Comprehensively knowledgeable about accounting and finance appropriate for entry-level positions in the accounting and finance fields
- Able to evaluate the financial position of an organisation through the examination of financial statements and non-financial data
- Able to demonstrate an understanding of the principles of accounting and apply these accurately and correctly
- Strong analytical problem solvers who are able to operate within an ethical framework
- Excellent communicators in both written and verbal contexts
- Adaptable and able to implement principles into a range of different contexts globally
- Able to satisfy the academic admission requirements for accounting professional bodies

Swinburne Graduate Attributes:

- Capable in their chosen professional, vocational or study areas
- Entrepreneurial in contributing to innovation and development within their business, workplace, or community
- Effective and ethical in work and community situations
- Adaptable and able to manage change
- Aware of the local and international environments in which they will be contributing (eg. socio-cultural, economic, natural)

What do Accounting and Finance graduates do after finishing their courses?

Working	86.4%
Searching	13.6%
Studying	13.3%

Note: These figures include combinations of activities i.e. graduates who are searching for employment while also undertaking postgraduate studies.

Source: GradsOnline <http://svc095.wic026v.server-web.com/gradsonline/>

Job Prospects for Accounting Graduates

- Job prospects for Accountants are good.
- Employment for Accountants to 2014-15 is expected to grow very strongly. Employment in this very large occupation (169 300 in November 2009) rose strongly in the past five years, and in the long-term (ten years).

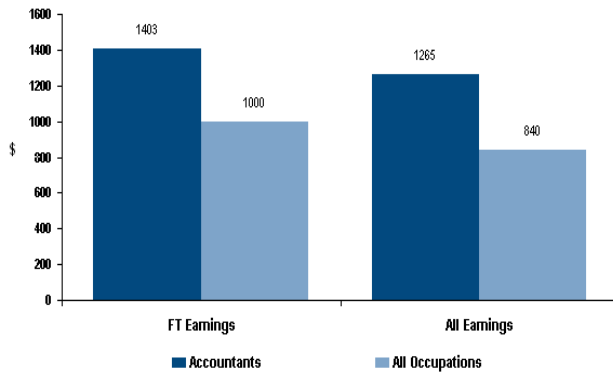
Source: Australian Government job search <http://jobsearch.gov.au/Careers>

Job Prospects for Finance Graduates

- Job prospects for Financial Investment Advisers and Managers are good.
- Employment for Financial Investment Advisers and Managers to 2014-15 is expected to grow strongly. Employment in this large occupation (35 900 in November 2009) remained relatively steady in the past five years, and rose moderately in the long-term (ten years).

Source: Australian Government job search <http://jobsearch.gov.au/Careers>

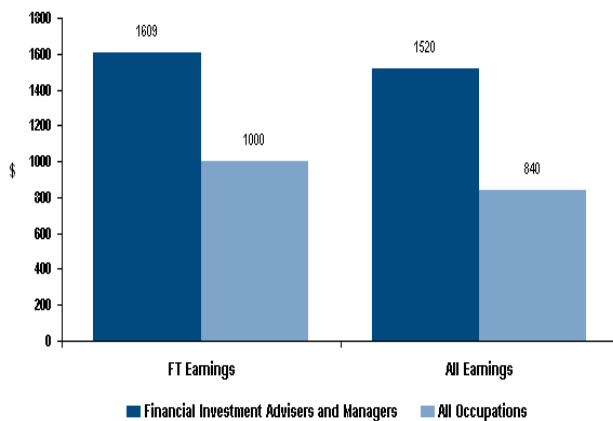
Accountants Weekly Earnings (full time and before tax)



The graph shows weekly earnings - for full-time work and before tax - for workers of all ages for this occupation, compared with all occupations. These figures cannot be used in determining a particular wage rate or as an indication of what a particular person will earn in that job.

Source: <http://joboutlook.gov.au>

Finance Advisers Weekly Earnings (full time and before tax)



The graph shows weekly earnings - for full-time work and before tax - for workers of all ages for this occupation, compared with all occupations. These figures cannot be used in determining a particular wage rate or as an indication of what a particular person will earn in that job.

Source: <http://joboutlook.gov.au>

Examples of employers who have recently employed Swinburne Accounting graduates:

Accounting First
www.accountingfirst.com.au

Affinity Planning
www.affinityplanning.com.au

Amcor
www.amcor.com

Anderson Roscoe
www.andersonroscoe.com.au

Audi Centre Melbourne
www.audicentremelbourne.com.au

Apparel Group Australia
www.apparelgroup.com.au

Australian National Audit Office (ANAO)
www.anao.gov.au

ANZ
www.anz.com

BorderNET Internet Pty Ltd
www.bordernet.com.au

BDO Chartered Accountants and Advisors
www.bdo.com.au

CFO Accounting
www.cfoaccounting.com.au

CHN Herod Ross
www.chnheroldross.com.au

City Facilities Management
<http://cityfacilities.com.au>

Consumer Affairs Victoria
www.consumer.vic.gov.au

Deloitte Touche Tohmatsu
www.deloitte.com

Department of Treasury & Finance
www.dtf.vic.gov.au

Dorma
www.dorma.com.au

Dun and Bradstreet
www.dnb.com.au

Ernst and Young
www.ey.com/au

Focus Financial Group
www.ffg.com.au

Ford Credit
www.fordcredit.com.au

Hayes Accounting
www.hayesknight.com.au

HB Advertising
www.hbadvertising.com.au

Hertz www.hertz.com	www.pacificbrands.com.au	Tenix www.tenix.com
HLT Partners www.hltpartners.com.au	Pearson Australia Group www.pearson.com.au	Terry Millis & Assoc www.tmacpa.com.au
Hobsons Australia www.hobsons.com	Peter MacCallum Cancer Centre www.petermac.org	The CFO Solution www.thecfo.com.au
Holt Norman Ashman http://hna.net.au	Pitcher Partners www.pitcher.com.au	The Field Group www.fieldgroup.com.au
Honeywell www.honeywellsecurity.com.au	PKF Chartered Accountants www.pkf.com.au	Timbercorp Australia www.timbercorp.com.au
Howarth www.howarth.com.au	PricewaterhouseCoopers www.pwc.com	Toll Holdings www.toll.com.au
IBM www.ibm.com/au/en	Professional Association Management Services www.pams.org.au	Toyota Motor Cooperation www.toyota.com.au
KPMG www.kpmg.com.au	RACV www.racv.com.au	University of Melbourne www.unimelb.edu.au
KSR Partners www.ksrpartners.com.au	Repco www.repco.com.au	VICTECH www.victech.org.au
MacDonald Johnston www.mje.com.au	Robert Bosch Australia www.bosch.com.au	Victorian Aids Council www.vicaids.asn.au
McLean Delmo & Partners www.mcleandelmo.com.au	RSM Bird Cameron www.rsmi.com.au	Victorian Auditor Generals Office www.audit.vic.gov.au
MGI Melbourne www.mgimelb.com.au	Sampford IXL www.sampfordixl.com.au	Victorian State Govt – DPI www.dpi.vic.gov.au
MSI Ragg Weir www.raggweir.com.au	Shell www.shell.com.au	Visy Pulp & Paper www.visy.com.au
National Australia Bank www.national.com.au	Stafford Group www.stafford.com.au	William Buck www.williambuck.com.au
National Foods Australia www.natfoods.com.au	Stannards Chartered Accountants. www.stannards.com.au	Yooralla www.yooralla.com.au
Orica www.orica.com	Superpartners www.superpartners.com.au	Zeccola, Jordan & Locandro www.zjl.com.au

Potential Employers

Opportunities in the Business, Accounting and Finance industry are varied; employers range from local, state and federal government to small businesses and large corporations. Careers and Employment have put together a list of potential employers: www.swinburne.edu.au/careers/employers_by_occupation.html

Also refer to Graduate Careers Australia's publication Graduate Opportunities <http://graduateopportunities.com/>

General Recruitment Agencies:

Accel Group
www.accelgroup.com.au

Hoban Recruitment
www.hoban.com.au

Northeast Quadrant
www.northeastquadrant.com.au

Australia Wide
www.australiawide.com.au

Hudson Global
<http://au.hudson.com>

Odyssey Recruitment
www.odysseyrecruit.com.au

Chandler Macleod Grp
www.chandlermacleod.com

Icon Recruitment
www.iconrec.com.au

Professional Futures
www.professionalfutures.com.au

EDT Global
www.edtglobal.com.au

Jobwire
www.jobwire.com.au

Randstad
www.randstad.com.au

Enterprise Architects
www.enterprisearchitects.com.au

Manpower
www.manpower.com.au

Robert Half Finance & Accounting
www.roberthalf.com.au

Greythorn
www.greythorn.com

Michael Page Int.
www.michaelpage.com.au

The Brooklyn Group
www.brooklyngroup.com.au

Hays
www.hays.com.au

General Employment Sites:

- www.graduateopportunities.com
- www.unigrad.com.au
- www.careerone.com.au
- www.jobsearch.com.au
- www.mycareer.com.au
- www.seek.com.au
- www.alljobs.com.au
- www.jobsearch.gov.au

For further info on professional associations please refer to:
www.graduateopportunities.com/header/professional_associations

Professional Associations

Professional associations may conduct conferences, seminars, presentations and social functions to help members keep abreast of current practices and for networking purposes. For students, these events can be an excellent source of contacts and relevant information. Membership is usually open to students at a reduced rate.

- Accounting and Finance Association of Australia & New Zealand www.aaanz.org
- Australian Financial Markets Association www.afma.com.au
- Australian Institute of Management www.aim.com.au
- CPA Australia (VIC Division) www.cpaaustralia.com.au
- Institute of Chartered Accountants in Australia www.flyhigher.com
- Institute of Management Consultants www.imc.org.au
- National Institute of Accountants (VIC Division) www.nia.org.au
- National Tax and Accountants' Association Ltd www.ntaa.com.au
- Taxation Institute of Australia www.taxinstitute.com.au
- The Financial Services Institute of Australasia www.finsia.edu.au

Postgraduate Study Options

Postgraduate studies can enhance knowledge of and training in a particular field of study which has the added benefit of helping to enhance career and employment prospects. Below are some postgraduate programs offered through Swinburne University that may be of interest to Accounting and Finance students.

Business Administration

- **Graduate Certificate of Business Administration (BMBA480)**
- **Graduate Diploma of Business Administration (BMBA580)**
- **Master of Business Administration (BMBA680)**

Career Opportunities: Prepares students to manage enterprises in a complex, global and competitive environment. The focus is on building capability in management leadership, entrepreneurship, finance and strategic thinking, building a life-long learning capacity, ethical practices and social responsibility.

Professional Accounting

- **Graduate Certificate of Professional Accounting (CMPA440)**
- **Graduate Diploma of Professional Accounting (CMPA540)**
- **Master of Professional Accounting (CMPA640)**

Career Opportunities: This suite of accounting programs provides an avenue for graduates to achieve professional recognition and help fill the shortage of professionally recognised accountants. As many graduates may already be established in a business career, the key vocational outcomes will arise from better current job performance together with new opportunities opening in the accounting and finance areas.

Strategic Foresight

- **Graduate Certificate of Management (Strategic Foresight) (BMSF440)**
- **Graduate Diploma of Management (Strategic Foresight) (BMSF540)**
- **Master of Management (Strategic Foresight) (BMSF640)**

Career Opportunities: The Master of Management (Strategic Foresight) provides a sound theoretical and practical foundation for the successful practice of strategic foresight in many fields. The master program will primarily appeal to those people who are already high achievers part-way through a career path and who wish to develop proactive approaches to their work, or perhaps to change direction. To these ends, the program provides the necessary grounding in futures studies and foresight work as well as a range of applied implementation options. Those who master knowledge and skills in this innovative field will be well placed to become leaders in a wide range of fields.

International Business

- **Graduate Certificate of Commerce (International Business) (CMIB440)**
- **Graduate Diploma of Commerce (International Business) (CMIB540)**
- **Master of Commerce (International Business) (CMIB640)**

Career Opportunities: International Business develops the technical, practical, analytical and creative skills to support a successful career in international business. At the completion of any of the courses above, graduates can expect to: have developed a strategic approach and further honed analytical skills to effect change in an international business environment and to be equipped to make a suitable contribution to the theory of international business or application in an international business environment.

Business Management

- **Graduate Certificate of Business Management (L5801)**
- **Graduate Diploma of Business Management (L6801)**
- **Master of Business Management (L7801)**

Career Opportunities: This program addresses the needs of graduates from a range of disciplines who are seeking to increase their professional value through acquiring both an understanding of global, national and local pressures on business and a capability to respond professionally and effectively to those pressures. It provides students with concepts, frameworks, analytical, problem solving and research skills to enable them to operate confidently and effectively in a global environment characterised by constant change and requiring flexible and innovative responses at a professional level.

Commerce

- **Graduate Certificate of Commerce (L5201)**
- **Graduate Diploma of Commerce (L6201)**
- **Master of Commerce (L7201)**

Career Opportunities: This program aims to provide students from a wide range of disciplines and business experiences with concepts, frameworks, research and analytical skills to enable them to operate confidently and effectively in a global environment, characterised by constant environmental change and requiring flexible and innovative responses. In the design and development of this program we canvassed industry perspectives on program design and its relevance to contemporary organisational challenges. A common theme linking units in the degree is that of business sustainability in a globalised environment.

A full listing of all postgraduate courses offered by Swinburne is available at:
<http://www.swinburne.edu.au/postgrad/courses/>

What help does Swinburne Careers and Employment offer?

Career Services

- Daily Resume and Cover Letter Checks
- Daily Interview Practice
- Career Seminars/Workshops for Students
- Careers in the Curriculum (CIC) – Higher Education Students
- Plan Skills Development
- Student Recruitment Service (Final Year Students)
- Career Counselling for Students

Additional Career Resources

- Career Resource Library
- Job Search Handouts
- Interactive Career Planning

SwinEmploy Employment Service

- All job advertisements for graduate placements, casual, vacation, part-time and full-time employment
- Links to employer websites
- Enables students to book online for events such as workshops, employer information sessions and interviews
- Access to Going Global (over 10,000 job vacancies listed across Europe, Asia-Pacific, UK and US. Global key employer directories, work permits & visa regulations, country specific cultural & interviewing advice & more)

Download Careers and Employment job search handouts from SwinEmploy, including:

- Addressing Selection Criteria
- Assessment Centres
- Cover Letters or Letters of Application
- Curriculum Vitae or Resume
- Employer Expectations of Graduates
- Interviews - How to Plan, Prepare and Perform
- Informational Interviewing
- Job Hunting
- Networking: What Is It and How Do You Do It?
- Online Applications
- Psychometric Tests
- Skills and Attributes
- Thinking About Changing Your Course?
- Tips for facing the work environment and your first professional job

This material in this document has been produced from the Graduate Destinations Survey, Swinburne University and Graduate Careers Council of Australia material, Graduate Opportunities, Australian Job Search, The Job Guide, Professional Associations and Careers and Employment own research.

Careers & Employment
Swinburne University
Level 2, George Swinburne Building,
Wakefield Street, Hawthorn VIC
Tel: 9214 5360
Email: careers@swin.edu.au
www.swinburne.edu.au/careers

ADVERTISEMENT EXAMPLES

Taken from www.alljobs.com.au (Jan 2011)



learn. contribute. grow

www.dnb.com.au

Trainee Business Analyst - Graduate

After 163 years helping companies worldwide make informed business decisions, we know a thing or two about success. Which is good news for your career. At D&B we groom our graduates as the leaders of tomorrow. So you'll have immediate involvement in real work as well as on the job training and learning opportunities to equip you with highly transferable business skills.

Part of our dynamic, results-orientated team environment, you'll get exposure to great projects and our flat organisational structure means you can cross into different business areas to expand your knowledge.

So learn, contribute and grow your career with one of the longest-standing names in business.

Commencing immediately we currently have a number of full-time opportunities available for graduates to commence work for D&B in the position of Trainee Business Analyst. These positions will initially be offered on a 3 month contract basis however there is opportunity for permanency for high performers. This role is a stepping stone to a Business Analyst role and a performing Trainee Business Analyst could expect to be promoted to a Business Analyst role within 6-12 months.

In this critical role, you will investigate companies using various sources of information. This information that you gather will be used to update D&B's Business Information Reports. It will be your responsibility to ensure that these reports contain accurate operational and financial information.

To be successful in this role it is essential that you can clearly demonstrate previous experience within a customer service environment. Candidates will also need to possess excellent verbal and written communication skills, a strong focus on achieving performance targets and sound PC skills.

For an immediate interview please contact Denise Hall on 03 9828 3199 or forward your CV and cover letter using the apply now button below.



ECONOMICS / FINANCE GRADUATE

A Private Funds Management Group located at the "Paris-end" of Collins Street is seeking to employ an economics and finance graduate. Reporting directly to the Chief Financial Officer this is a good opportunity to start at the ground floor.

Duties will include, but not be limited to:

- Data entry (accounts payable & general ledger)
- Reconciliations (bank & general ledger accounts)
- Filing and general administration duties
- Relief reception
- Banking
- Analysis work – using IT skills
- Financial modeling/problem solving

You will require:

- Accounting / Economics or Finance Degree
- Understanding of financial markets / accounting i.e. basic stock market trading / futures / options
- Strong IT skills (Advanced MS Excel, Word, Outlook)
- Proven analytical skills
- Positive, can-do-attitude and self-starter
- Ability to work in a fast paced environment
- Outstanding communication skills (written & verbal)
- Ability to follow directions and work efficiently
- Good attention to detail
- Australian citizenship

This is an excellent opportunity to grow your skills and become part of a large Private Fund Management Group. Candidates with strong IT skills will be preferred.

Only candidates with the above requisite skills need apply.

To apply for the position please email your resume to jobs@phg.com.au with a copy of your University transcript.



Finance Graduate - Financial Services

Lachlan Partners is a national holistic (Wealth, Accounting, Audit, Property, Finance) financial services firm with offices in Melbourne, Sydney and Brisbane. The role is within its Melbourne Wealth division and they are looking for a graduate in business / finance to join our rapidly expanding team.

You will provide assistance to the financial planners by preparing client files, conducting asset allocations and portfolio valuations and helping to complete Statements of Advice. You will also liaise with fund managers and take client enquiries. The role revolves around maintaining one of our portfolio systems, this includes updating managed funds & share trades entering distributions, interest payments and dividends. You will liaise with share and managed fund registries. Also the role provides large scope for career progression.

To be successful you will need to have a degree in finance / business as a minimum. Salary is negotiable and will be appropriate to your experience and skills.

If you're looking for a start in the financial services industry, we encourage you to apply by emailing a current resume with a covering letter to recruitment@lachlanpartners.com.au