

# What can I do with a Degree in Commerce?



## Bachelor of Business (Accounting) (BBUA140)

- Bachelor of Commerce (Accounting) (BCAC140) (*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/](http://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?

The Bachelor of Commerce (Accounting) offers a range of career options within both the private and public sectors, including:

- Accounting
- Administration
- Auditing
- Business management
- Commercial and taxation law
- Taxation

### Graduates may be employed as:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Graduate Accountant</li> <li>▪ Assistant Accountant</li> <li>▪ Assistant Financial Analyst</li> <li>▪ Account Manager</li> <li>▪ Accounts Assistant</li> <li>▪ Accounts Payable Officer</li> <li>▪ Accounts Receivable Officer</li> <li>▪ Audit and Accounting Clerk</li> <li>▪ Audit Officer</li> <li>▪ Administration Officer</li> <li>▪ Analyst</li> <li>▪ Business Services Accountant</li> <li>▪ Consultant</li> <li>▪ Investment Analyst</li> <li>▪ Junior Accountant</li> <li>▪ Junior Finance Officer</li> <li>▪ Debt Collections Officer</li> <li>▪ Bookkeeper</li> <li>▪ Budget Accountant</li> <li>▪ Cost Accountant</li> </ul> | <ul style="list-style-type: none"> <li>▪ Finance Administration Officer</li> <li>▪ Financial Accountant</li> <li>▪ Financial Report Analyst</li> <li>▪ Fund Accounting Officer</li> <li>▪ Graduate Assurance Advisor</li> <li>▪ Importer</li> <li>▪ Payroll Officer</li> <li>▪ Pricing Officer</li> <li>▪ Project Analyst</li> <li>▪ Systems Accountant</li> <li>▪ Taxation Consultant/Taxation Agent /Tax Accountant</li> <li>▪ Para-planner</li> <li>▪ Trainee Accountant</li> <li>▪ Trainee Accounts Clerk</li> <li>▪ Trainee Finance and Administration Officer</li> <li>▪ Wealth Management Consultant</li> </ul> |
|---|--|

### Examples of where you may find employment:

- Private Practice
- Government-owned companies
- Corporate
- Small-to-medium sized businesses
- Statutory and local authorities
- Banking and Finance
- Insurance
- Retailers
- Education

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

- Good communication skills
- Good presentation skills
- Ability to build rapport with clients
- Ability to analyse and solve problems
- Good organisational skills
- Professional and ethical employees
- Excellent numeracy skills
- Attention to detail and accuracy
- The ability to work independently
- Discretion about sensitive and confidential information

### **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 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.*

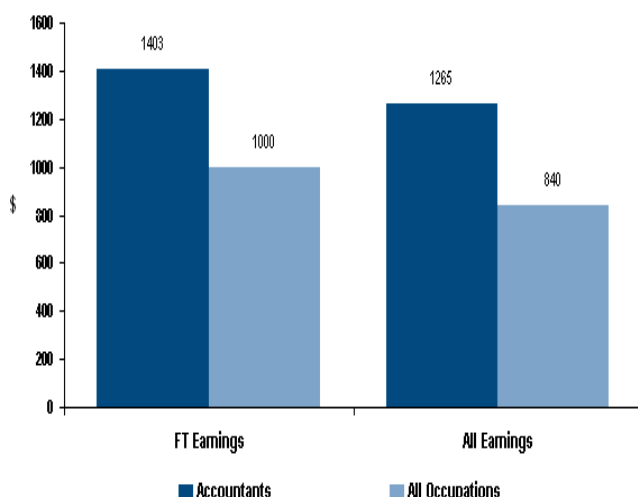
*Source: <http://svc095.wic026v.server-web.com/gradsonline/>*

### **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>

### **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>

### Examples of employers who have recently employed Swinburne Accounting graduates:

Accounting First  
[www.accountingfirst.com.au](http://www.accountingfirst.com.au)

Affinity Planning  
[www.affinityplanning.com.au](http://www.affinityplanning.com.au)

Amcor  
[www.amcor.com](http://www.amcor.com)

Anderson Roscoe  
[www.andersonroscoe.com.au](http://www.andersonroscoe.com.au)

Audi Centre Melbourne  
[www.audicentremelbourne.com.au](http://www.audicentremelbourne.com.au)

Apparel Group Australia  
[www.apparelgroup.com.au](http://www.apparelgroup.com.au)

Australian National Audit Office (ANAO)  
[www.anao.gov.au](http://www.anao.gov.au)

ANZ  
[www.anz.com](http://www.anz.com)

BorderNET Internet Pty Ltd  
[www.bordernet.com.au](http://www.bordernet.com.au)

BDO Chartered Accountants and Advisors  
[www.bdo.com.au](http://www.bdo.com.au)

CFO Accounting  
[www.cfoaccounting.com.au](http://www.cfoaccounting.com.au)

CHN Herod Ross  
[www.chnheroldross.com.au](http://www.chnheroldross.com.au)

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

Consumer Affairs Victoria  
[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

Deloitte Touche Tohmatsu  
[www.deloitte.com](http://www.deloitte.com)

Department of Treasury & Finance  
[www.dtf.vic.gov.au](http://www.dtf.vic.gov.au)

Dorma  
[www.dorma.com.au](http://www.dorma.com.au)

Dun and Bradstreet  
[www.dnb.com.au](http://www.dnb.com.au)

Ernst and Young  
[www.ey.com/au](http://www.ey.com/au)

Focus Financial Group  
[www.ffg.com.au](http://www.ffg.com.au)

Ford Credit  
[www.fordcredit.com.au](http://www.fordcredit.com.au)

Hayes Accounting  
[www.hayesknight.com.au](http://www.hayesknight.com.au)

HB Advertising  
[www.hbadvertising.com.au](http://www.hbadvertising.com.au)

Hertz  
[www.hertz.com](http://www.hertz.com)

HLT Partners  
[www.hltpartners.com.au](http://www.hltpartners.com.au)

Hobsons Australia  
[www.hobsons.com](http://www.hobsons.com)

Holt Norman Ashman  
<http://hna.net.au>

Honeywell  
[www.honeywellsecurity.com.au](http://www.honeywellsecurity.com.au)

Howarth  
[www.howarth.com.au](http://www.howarth.com.au)

IBM  
[www.ibm.com/au/en](http://www.ibm.com/au/en)

KPMG  
[www.kpmg.com.au](http://www.kpmg.com.au)

KSR Partners  
[www.ksrpartners.com.au](http://www.ksrpartners.com.au)

MacDonald Johnston

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

### Potential Employers

Opportunities in the Business and Accounting 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](http://www.swinburne.edu.au/careers/employers_by_occupation.html)

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

### General Recruitment Agencies:

<p><b>Swinburne Careers and Employment Recruitment Service</b> www.swinburne.edu.au/careers</p>
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44 Recruitment www.44recruitment.com.au	Hoban Recruitment www.hoban.com.au	Professional Futures www.professionalfutures.com.au
Accel Group www.accelgroup.com.au	Hudson Global http://au.hudson.com	QPL Limited www.qpl.com.au
Business Services Jobs www.businessservicesjobs.com.au	Icon Recruitment www.iconrec.com.au	Randstad www.randstad.com.au
Chandler Macleod Grp www.chandlermacleod.com	Jobwire www.jobwire.com.au	Reed Personnel Services www.reedjobs.com.au
DFP Recruitment Services www.dfp.com.au	M&T Resources www.mtr.com.au	Robert Half Finance & Accounting www.roberthalf.com.au
EDT Global www.edtglobal.com.au	Michael Page Int. www.michaelpage.com.au	Robert Walters www.robertwalters.com
Greythorn www.greythorn.com	Morgan Consulting www.morganconsulting.com.au	Venator www.venator.com.au
Hays Accounting & Finance www.hays.com.au	Odin Consulting www.odin.com.au	

### 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

For further information on professional associations please refer to:  
[www.graduateopportunities.com/header/professional\\_associations](http://www.graduateopportunities.com/header/professional_associations)

### Additional general employment sites:

- [www.graduateopportunities.com](http://www.graduateopportunities.com)
- [www.unigrad.com.au](http://www.unigrad.com.au)
- [www.careerone.com.au](http://www.careerone.com.au)
- [www.jobsearch.com.au](http://www.jobsearch.com.au)

- [www.mycareer.com.au](http://www.mycareer.com.au)
- [www.seek.com.au](http://www.seek.com.au)
- [www.alljobs.com.au](http://www.alljobs.com.au)
- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- [www.jobsearch.gov.au/joboutlook](http://www.jobsearch.gov.au/joboutlook)
- [www.efinancialcareers.com.au](http://www.efinancialcareers.com.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 students.

### 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.

### 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.

### International Business

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

, 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.

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### Bachelor of Commerce (Accounting)

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 & 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
- 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                 | ➤ Job Hunting  |
| ➤ Assessment Centres                            | ➤ Networking: What Is It and How Do You Do It?                         |
| ➤ Cover Letters or Letters of Application       | ➤ Online Applications  |
| ➤ Curriculum Vitae or Resume                    | ➤ Psychometric Tests   |
| ➤ Employer Expectations of Graduates            | ➤ Skills and Attributes  |
| ➤ Interviews - How to Plan, Prepare and Perform | ➤ Thinking About Changing Your Course?                                 |
| ➤ Informational Interviewing                    | ➤ 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.*

**ADVERTISEMENT EXAMPLES**  
**Taken from (Jan 2011)**

## **Business Services Graduate**

Young & Innovative Team  
Diverse client base  
CBD Location

HLB Mann Judd's Melbourne office is a 16 Partner CBD firm, providing a wide range of accounting, taxation and consulting services to SMEs, privately owned groups and listed companies. As members of HLB International we are part of a wide network of firms located in over 100 countries.

We are currently seeking an enthusiastic Accounting graduate to join our Business Services team in 2011. This position will have a heavy learning and development focus given that the successful candidate will have limited or no practical experience in business services practices.

We are seeking an individual who is committed to professional growth, enjoys the challenges of working on a diverse client base and eventually being accountable for a portfolio of clients.

To be considered for this role, you must have obtained a tertiary qualification in Accounting, or are in your final year of study, and have a desire to undertake your CA qualification.

We are keen to hear from candidates with a strong academic record however it is essential you possess excellent inter-personal and communication skills as the ability to develop strong relationships with all our valued clients is our priority.

As a leading professional services firm, we are committed to caring for our people. We do this by offering:

Genuine work/life balance initiatives which are widely utilised by our team  
Paid parental leave  
Ability to purchase additional annual leave  
Career breaks  
Competitive remuneration and bonus scheme  
Best practice professional development, internally and externally  
The opportunity to work with a broad range of major clients  
Strong internal and external support for the CA program  
Training and development opportunities

If you aspire to work for the best of the bunch and are committed to working to the best of your ability please apply below quoting job reference MLB0069 including a covering letter, resume and academic results.



## Graduates - Advisory and Recovery (Brisbane)

**Make your ideas count.  
Discover PPB.**

PPB has grown to be one of Australia's leading advisory firms, with over 300 staff nationally including more than 30 partners.

We work in partnership with clients to unlock value in recovery, forensic accounting and corporate advisory transactions.

We have recently advised on some of Australia's most significant transactions including: ABC2 Group, Lehman Brothers and City Pacific.

We believe that the best training is through experience. PPB graduates are active members of our focused partner led teams.

We provide both practical and financial assistance for completion of professional qualifications such as the CA, CPA and IPAA.

**Let us help you unlock your value.**

### **Seeking**

To be considered for this position you will need:

- Excellent written and verbal communication skills.
- Excellent academic record.
- A high level of computer literacy.
- An interest in corporate recovery, forensics or corporate advisory.
- Ability to work in diverse client teams.
- Strong initiative and personal accountability.
- Experience in accounting will be highly regarded.

### **Degrees/disciplines**

Accounting, Agriculture, Business/Commerce, Economics, Finance, Funds Management, Law/Paralegal, Property

### **How to apply**

Apply online at [www.ppb.com.au](http://www.ppb.com.au)

Your application must include: cover letter, resume, academic transcript and two references.

### **Programs and deadlines**

See website for application deadlines.

### **Citizenship/residency requirements**

Australian Citizens and Permanent Residents  
ONLY (including New Zealand Citizens)  
[www.ppb.com.au](http://www.ppb.com.au)