

# UTAS Tax Clinic

RECRUITMENT INFORMATION FOR STUDENTS

SEMESTER 1, 2024

## Overview

Thank you for your interest in the UTAS Tax Clinic Internship/Volunteering Program.

Applications for Semester 1, 2024 open on **Monday, 9 October 2023**.

Please note that both volunteers and interns will be required to commit to at least one full day (or 7.5 hours) of work each week for the duration of the semester in addition to attending mandatory fortnightly training.

## Glossary

**Intern(s)** are enrolled participants in the UTAS Tax Clinic and will undertake practical clinical duties in the clinic in addition to completing the requisite course requirements for either BFA304 or BFA739.

**Volunteer(s)** participate in the clinic on a voluntary basis and are required to undertake practical clinical duties but are not required to complete any course materials.

**Recognised course of study** includes the Bachelor of Business (Accounting), Bachelor of Business (Finance), Bachelor of Business (Business Economics), Bachelor of Business (Marketing), Bachelor of Laws and Master of Professional Accounting.

**Clinic Director** is Mr Donovan Castelyn

**Taxation unit** includes but is not necessarily limited to an Australian Taxation Unit completed at the University of Tasmania, or another university.

**Due date** is **Sunday, 5 November 2023 at 23:59 p.m. AEST**.

**Clinical staff** are those who support the operation of the clinic in an administrative or supervisory capacity and include but are not limited to the Student Supervisor and Volunteer Tax Professional(s)

## **Intern and volunteer eligibility and requirements:**

### INTERNS

1. Those seeking to apply as interns will need to be in their penultimate or final semester of a recognised undergraduate or postgraduate course of study and at a minimum have completed (or are currently enrolled in) at least one taxation unit within the last 5 years.
2. It is the candidate's responsibility to ensure they are eligible to participate in the program and should take care when reviewing their study plan.

### VOLUNTEERS

3. Those seeking to volunteer in the program may participate at any stage in their study provided they have completed (or are currently enrolled in) at least one taxation unit within the last 5 years.
4. This option is also available to those who have completed their studies either at UTAS or through the CPA program.

Without limiting the foregoing, the Clinic Director reserves the right to exercise their discretion in relation to enrolment and volunteer requirements.

## **Application procedure for both interns and volunteers**

Prospective candidates will undergo a competitive selection process. The purpose of this process is to simulate the reality of applying for a graduate or professional role. The selection process will involve two key activities: the application and the interview.

Please note further that internship placements or volunteer opportunities are not guaranteed and are subject to the maximums previously advised.

### THE APPLICATION

1. Candidates will need to download the selection criteria from our website ([www.utas.edu.au/tax-clinic](http://www.utas.edu.au/tax-clinic)), under the heading "Become an intern" and follow the instructions provided.
2. Candidates will need to address the elements of the selection criteria and provide all relevant documents through the online form by the due date.

3. Once received, your application will be evaluated by the Clinic Director and up to two additional clinical staff.
4. A determination of your suitability for the program will be made based on equity, need and quality of the application. Successful candidates will be offered a further opportunity to interview for the role at a date to be advised via email.
5. Unsuccessful candidates will receive a phone call and be informed of our decision and will have the opportunity to receive feedback on their application.

#### THE INTERVIEW

6. Successful candidates will be required to participate in a 15-to-20-minute interview at a time, date and location convenient to all participants.
7. The interview will be semi-structured and provide an opportunity for the candidate to gain valuable oratory and advocacy experience.
8. Candidates will be advised verbally of their success immediately after the interview concludes and formally invited to enrol in the unit or otherwise participate in the program. Unsuccessful candidates will also be informed of our decision and will have the opportunity to receive feedback.

Without limiting the foregoing, the Clinic Director reserves the right to exercise their discretion in relation to the application procedure and the award of placements or volunteer opportunities.

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