

Utopia Graduate Programme

Utopia Financial Partners is a boutique practice offering accounting, tax, business advice, financial advisory, and finance broking services, and business consulting services. We have two locations: our head office is in the heart of Subiaco, close to the Subiaco Train Station; and our south-metro office is in Rockingham, close to Rockingham City. We seek a Graduate Accountant to commence at our Subiaco office, and on occasion at our Rockingham office.

Our Graduate programme maps out a career path and sets out the skills and training you require to be cross-qualified in accounts, tax, business, and financial advice with specialist training in self-managed superannuation funds. You will receive personal training from the Director, tax managers in both tax and financial planning through case studies, and internal CA training consultants. As well as paid study and exam leave while you undertake the Chartered Accountants program, you will attend weekly practical case study training to accelerate your learning and assist with your transition from graduate to professional accountant. The programme will see you rotated through our specialist areas, providing you with structured and comprehensive knowledge and skills.

The role includes the following:

- Preparation of Financial Accounts for Companies, Trusts, Partnerships, SMSFs, Sole Traders;
- Preparation of Tax Returns for Individuals, Companies, Trusts, Partnerships, SMSFs;
- Liaising with clients;
- Liaising with ATO; and
- General administrative duties as required.

The suitable applicant will:

- Have excellent attention to detail;
- Have good verbal and written communication skills;
- Be willing to learn;
- Be well organised;
- Have excellent written and verbal communication skills;
- Can follow instructions;
- Be a finisher – see jobs through from start to finish;
- Be a team worker;
- The ability to be flexible and adaptable to work in different environments and learn new systems and processes;
- Have basic bookkeeping understanding;
- Have minimum of basic Microsoft Excel skills;
- Have retail experience;
- Have a professional approach to the role; and
- Be dedicated.

Residency Requirements

- Australian Citizens and Permanent Residents only (incl. New Zealand Citizens)

Start Date: Negotiable

Full time position

How to apply

Do not apply via Seek. Please email your resume, cover letter and certified academic record to vrichardson@utopiafp.com. Please ensure all documents are converted to PDF prior to sending.

Only applicants who are chosen for an interview will be emailed. Interviews will take place at the Utopia Office in Subiaco, and will involve a pre-interview literacy and numeracy test, an interview with the director, and for successful applicants, a secondary interview with our lead accountant at our Subiaco office.

NO RECRUITMENT AGENCIES- THANK YOU!