UTAS Tax Clinic

Recruitment Information for Students – Semester 2, 2022

Thank you for your interest in UTAS Tax Clinic Internship/Volunteering Program. Applications for Semester 2, 2022 open on Friday, 6 May 2022.

Positions available:
1. Interns - who are currently enrolled in UTAS course.
2. CPA Volunteers – who have completed taxation unit through CPA
3. Graduate Volunteers - We may recruit volunteers who are graduate students of Tasmanian School of Business and Economics. However, we are inclined to have more students onboard who are currently studying at UTAS.

To be considered eligible for this program, candidates should first meet the following criteria:
- For interns, who are currently enrolled in undergraduate or postgraduate studies. However, students who are in their last semester are preferred for the internship.
- Enrolled in or graduated from Accounting, Finance, Business Management, or Marketing courses.
- Have completed Australian Tax Law unit, whether it be at the University of Tasmania, or at another University. You can also apply for this program if you are currently enrolled in Australian Tax Law unit at the time of the application OR will be studying Australian Tax Law unit during Semester 2, 2022.
- In order to provide students with equitable work integrated learning opportunity, eligible students may choose the Corporate Internship Program or the Tax Clinic Internship, but not both.

Application Procedure for Tax Clinic Internship (BFA739/BFA304) & Volunteering

1. Download the Selection Criteria form from our website (www.utas.edu.au/tax-clinic), under the heading “Become an intern”. Fill out the form according to the instructions provided.
   Please name your Selection Criteria with your first and last name, followed by the words “Selection Criteria”, as per the following example: Mark TWAIN Selection Criteria

2. Have your latest Academic Transcript ready. If you completed your Taxation Law unit outside the University of Tasmania, please also have your Academic Transcript from the University where you completed the unit ready.
   Please name your Academic Transcript with your first and last name, followed by the words “Academic Record”, and the name of the University, where the Transcript was issued, as per the following example: Mark TWAIN Academic Record UTAS
NOTE: Only Official Academic Transcript (from UTAS or other Universities) OR University of Tasmania Faculty Record (Academic Record) can be accepted. Please DO NOT send/upload a screenshot or photo of your transcript or marks.

To obtain your University of Tasmania Faculty Record (Academic Record), log on to your eStudent (www.estudent.utas.edu.au), click on your current degree under "My Study" tab, then go to "Transcript and Invoices" on the left-hand side of the page, and then click on the red "Request" button on the right-hand side of the page, opposite the heading "Academic Record". The University of Tasmania Faculty Record (Academic Record) is free of charge.

3. **Fill out the Online Application form through the following link:**
   [https://forms.office.com/r/bMprFqxC2K](https://forms.office.com/r/bMprFqxC2K). We suggest copying the link to your browser. Upload both of your completed Selection Criteria form and Academic Transcripts when prompted.
   **NOTE:** If you have any issue accessing the Online Application form through the above link, please email tax.clinic@utas.edu.au immediately, so that the issue can be resolved as soon as possible.

4. Your eligibility to enrol into our Tax Clinic program will then be assessed based on your course structure and an interview if required. We will also contact you if we need more information from you. Internship placements or volunteer opportunities are not guaranteed.

5. If your application is successful, you will receive an email offer from us.
   **NOTE:** Please DO NOT contact us to ask about the progress of your application. As mentioned, we will contact you if we need an interview or more information from you, or if your application is successful.

**Duties and Responsibilities**

The UTAS Tax Clinic is a student-run clinic which provides an opportunity to students to gain valuable practical experience in tax

1. Assisting client with their tax queries and help them complete their tax return
2. General administrative duties involving documentations, tabulation of data using Microsoft Excel and other ad-hoc tasks assigned
3. Manage databases and input information, data, and records
4. Providing professional customer service duties such as attending to clients’ needs, responding to calls and email queries and scheduling appointments
5. Maintaining the professional outlook of the Tax Clinic’s general areas by preserving the cleanliness and original order of available items
6. Assisting with the marketing efforts, presentations as well as public seminars and held throughout the year.

7. Conducting research and generating reports whenever applicable

8. Ensuring the daily operation of the student-run Tax Clinic to be smooth and reputable by engaging the public and co-workers in considerate manner.

9. Engaging in the outreach project, library pop-up project and other community engagement activities.

Applications for Semester 2, 2022 close Sunday, 5 June 2022 at 11.59 PM.