

# UTAS Tax Clinic

## Recruitment Information for Students – Semester 2, 2021

### 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 Tasmania school of Business and Economics. However, we are inclined to have more students onboard who are currently studying at UTAS.

In order to be considered eligible intern/volunteer, candidates should first meet the following criteria:

- For interns, entering in the final year of undergraduate or postgraduate studies. However, students who are in their last semester are preferred for the internship.
- Enrolled/Graduated in Accounting, Finance, Business Management & Marketing courses
- Completed Australian Taxation Law unit for accounting/finance background
- 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. Express your interest in volunteering with us by filling this survey – <https://www.surveymonkey.com/r/KJLQQQ3>
2. Download selection criteria from the website and send it to [Tax.Clinic@utas.edu.au](mailto:Tax.Clinic@utas.edu.au) along with your most recent or relevant academic transcript.
3. You will be placed into our waitlist and be contacted by our team if required.
4. Your eligibility to enrol into our tax clinic program will then be assessed based on your course structure and an interview if required. Internship placements or volunteer opportunities are not guaranteed.
5. If your application is successful with us, you will receive an e-mail offer from us.

Note: Please name your file with your first and last name when you send the documents.

For example: Mark TWIN Selection Criteria  
Mark TWIN Transcript/Academic record

**Due to COVID-19, tax clinic is operating online. However, we may operate from campus in the near future. Currently, we provide client consultation via zoom.**

## 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 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

[Applications for Sem 2, 2021 are open until 31<sup>st</sup> May, 2021.](#)