

Ready to search for your first accounting and finance job?

Well you've come to the right place for some tips and tricks!

1. Start with a Targeted Approach

- Identify your interests: decide whether you're interested in auditing, tax, financial analysis, or management accounting. CA ANZ has a wealth of resources that you can utilise to decide what type of role you are looking for.
- Research companies: focus on organisations that align with your career goals, such as public accounting firms (e.g., the big four), corporations, or government agencies.
- Tailor applications: customise your CV and cover letter for each job, emphasising relevant skills and experiences.

2. Leverage University Resources

- Career services: use Waikato University's Career Development Services to help search for job postings, practice interviews, and CV reviews.
- Alumni network: reach out to alumni in accounting and finance for advice, mentorship, and potential job leads.
- Campus recruitment events: attend career days and on-campus interviews to meet recruiters directly.
- Attend Beta Alpha Psi events such as their professional networking events, CV workshops and CA ANZ careers events.

3. Optimise Your Online Presence

- Polish your LinkedIn profile: highlight your education, internships, certifications, and skills.
- Network online: connect with professionals in your field, engage with their posts, and join relevant groups.
- Showcase your expertise: share articles, case studies, or insights on finance trends to demonstrate your knowledge.

Top Tips

- *Be purposeful about your career.*
- *Make choices that align with your values and goals.*



4. Build and Use Your Network [make “network” a link to the networking guide]

- Reach out to contacts: let friends, family, old teachers and past colleagues know you’re job hunting.
- Attend events: join industry meetups, seminars, or accounting association gatherings to meet professionals.
- Seek informational interviews: approach professionals in roles you admire to learn about their career paths and gain tips.

5. Gain Practical Experience

- Take internships or part-time jobs: even short-term roles can provide valuable experience and networking opportunities.
- Freelance or volunteer: offer your accounting or finance skills to small businesses or nonprofits.

6. Research Job Boards and Platforms

- General platforms: look for jobs on sites like Seek.
- Company websites: regularly check career pages of firms you’re interested in.

7. Upskill and Certify

- Earn certifications: begin your CA or other finance-related certifications to boost your employability.
- Learn accounting software: gain proficiency in tools like Xero and MYOB.
- Develop Excel skills: master functions, pivot tables, and financial modeling.

8. Prepare Thoroughly for Interviews [make “interviews” a link to the “Preparing for an interview” guide]

- Research the company: understand its services, clients, and recent developments.
- Practice behavioral questions: use the STAR method (Situation, Task, Action, Result) to answer common questions like “Tell me about a time you worked on a team.”
- Know your technical skills: be ready to discuss financial analysis, balance sheets, or accounting principles.



9. Stay Updated on Industry Trends

- Read industry news: follow finance and accounting publications like Acuity, The Wall Street Journal or Financial Times.
- Understand emerging trends: familiarise yourself with things like sustainability accounting and AI in finance.

10. Stay Positive and Persistent

- Set daily goals: apply to a specific number of jobs or reach out to a set number of contacts each day.
- Learn from rejection: ask for feedback and refine your approach.
- Stay motivated: remember that finding the right job takes time, but persistence pays off.

By combining all of these tips and tricks, you'll significantly enhance your chances of landing a great role in accounting or finance.

Top Tip

*It can take a while to find your first job.
Look after your physical and mental health while you are job
hunting and stay positive!*

