

Private Sector Selection Criteria

The selection criteria for this position are in [blue](#). Another way to find out selection criteria for private sector jobs that are not included in the advertisement is to telephone the contact name and ask what their 'ideal' candidate would be like.

The selection criteria are addressed below.

Selection Criteria

Youth Portfolio Services

Young Portfolio Services is a processing and administration leader offering technology, comprehensive back office operations to the Australian financial services industry. Its clients range from independent financial advisors to major funds managers.

Within this growing industry there are a number of opportunities for [accounting](#) and [finance graduates](#) who can [work to tight deadlines](#) and [defined budgets](#). These roles provide experience in [all aspects of funds management](#), particularly [performance analysis, portfolio review and analysis](#) and other key projects as required.

We are seeking 4 graduates with [finance related degrees](#) and a [strong interest in the financial markets](#). Good [client service skills](#) are essential along with [strong teamwork](#) skills and [initiative](#).

Please send your applications to: Ms Mary Murro, National Graduate Recruitment Coordinator at <omitted> or telephone Mary on 9888-8888. Postal applications can be sent to Young Portfolio Services, Level 33 Kite Street SYDNEY NSW 2000

Statement Addressing Requirements: Fund Accountant Graduate Positions

Accounting and Finance Related Degree

With a Master of Commerce (Finance) and a Bachelor of Commerce (Accounting and Economics) from the University of New South Wales, I offer a sound theoretical framework in _____ and well-developed skills in _____.

The Master of Commerce (Finance) was a course that provided _____ and _____ where I developed excellent skills in _____. I performed particularly well in subjects related to funds management, particularly performance analysis, portfolio review and analysis, achieving distinctions and high distinctions for these subjects (see academic transcripts attached).

I undertook further study in Finance due to my Strong interest in financial markets which was a result of _____ and is demonstrated in my strong

grades and in my involvement with the ...group and personal experience with _____.

The Bachelor of Commerce provided the opportunity to develop a wide theoretical approach to _____. The subjects in the Accounting major provided both the theory of _____ and practical skills in _____. My Economics major strengthened my abilities in _____ and allowed the development of a strong theoretical understanding of _____.

Problem solving and analytical skills were recognised as crucial to success in the _____ programs and I honed these skills by participating in _____ and by _____.

Client Service Skills and Teamwork

I gained extensive teamwork experience and skills during my experience in over 12 teams working on applied projects throughout university.

As Vice President of the UNSW Volleyball club I was required to _____ and _____ in teams of 5-10 people. Specific teamwork skills I developed were _____, _____, and _____. My greatest achievement as VP of the club was _____ and this was through teamwork I came to understand that the most important things to make a team work well are _____.

Both my part-time work experience with KMart and my experience as VP of the Volleyball club helped develop my solid client service skills. At Kmart I was responsible for _____, which developed my skills in _____. In my role with the Volleyball Club I was required to _____ club members to determine organisational goals based on members needs.

Initiative

My initiative has can be seen in all areas of my life. During my studies I developed _____ and achieved _____ results for my funds management projects. I also started an investment group where 20 students from the year joined and we hope to continue this group as a professional advice and support group to refer to when we are working as Finance professionals.

At work I have recommended a range of marketing and promotions activities to increase sales and build upon the existing customer loyalty. Two projects were implemented prior to Christmas last year, boosting sales by _____. As a result of the success of the programs, I was awarded the staff employee of the month award for December.

As VP of the UNSW Volleyball club I initiated _____ and _____ programs aimed at _____. Members were happy with the changes and an increase in membership was recorded indicating _____.