

# The Institute of Chartered Accountants in Australia

## Job Search – frequently asked questions

### Who should use Job Search and why?

Job Search can be used by employers who are members of the Institute of Chartered Accountants in Australia who are looking for quality finance professionals. Job ads placed via Job Search will also automatically appear on the 'qualified' accounting section of the MyCareer website, saving the cost and administration of advertising twice.

Job Search can also be used by members and candidates who are looking for employment as finance professionals. Jobs appearing on the 'qualified' accounting section of the MyCareer website will also appear on the Job Search site, giving job seekers access to a far wider selection of opportunities without having to look in two locations. Jobs can be searched by region and the MyCareer's 'Headhunter' tool can be used to create a jobseeker profile [www.mycareer.com.au/tools/headhunter/](http://www.mycareer.com.au/tools/headhunter/)

### What has changed in the new system?

Job Search has moved to a new technology platform supplied by MyCareer. The new platform allows more opportunities for employers and job seekers alike, as well as offering improved functionality such as job search by region.

If you have advertised on Job Search in the past and had outstanding credits, you would have received notification explaining that all credits from the old site expired on 31 December 2009 and that credits are non-transferrable.

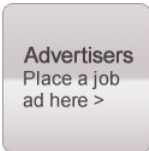
No log in is required by job seekers or advertisers to access the site.

Job seeker profiles are no longer available through Job Search, however this option is available through the MyCareer main site at [www.mycareer.com.au/tools/headhunter/](http://www.mycareer.com.au/tools/headhunter/)

### How do I advertise and how much will it cost me?

Advertising is on a casual basis and no log in is required. There is a 17% discount for Institute members, therefore each job ad costs \$150.00.

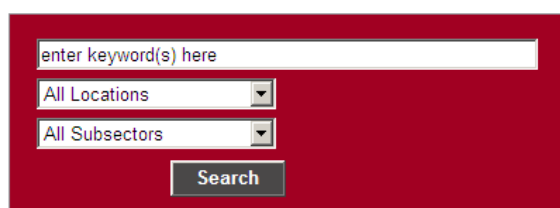
To place a job ad go to [www.charteredaccountants.com.au/jobs](http://www.charteredaccountants.com.au/jobs) and click the banner on the right of the screen called 'Advertisers place a job ad here.' Payment for any ads placed is made directly via this link. No promotional code is required.



Advertisers  
Place a job  
ad here >

### How do I search for a job?

To search for job vacancies, go to [www.charteredaccountants.com.au/jobs](http://www.charteredaccountants.com.au/jobs) and enter keywords/locations/subsectors in the search box provided



enter keyword(s) here  
All Locations  
All Subsectors  
Search

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### Who should I contact if I have problems?

Should you have any technical issues with the new Job Search site, contact the MyCareer Customer Service team on 1300 799 337.

For advertising enquiries (web tiles/ banner ads) please contact Ryan Skinner at the Institute of Chartered Accountants in Australia on 02 9290 554, or Shane Lee on 03 9641 7419 or email [sponsorship@charteredaccountants.com.au](mailto:sponsorship@charteredaccountants.com.au)

For any general enquiries please contact Alex Tyrrell on 02 9290 5556 or Amanda Samuels on 02 9290 5666 or email [jobsearch@charteredaccountants.com.au](mailto:jobsearch@charteredaccountants.com.au)