



CANDIDATE INFORMATION GUIDE

2025 Australian Government Graduate Program – Accounting and Financial Management Stream

[The Department of Finance](#) has partnered with the Australian Public Service Commission to lead the recruitment process for the Australian Government Graduate Program – Accounting and Financial Management Stream, including an Affirmative Measures Disability process.

As an accounting and financial management graduate, you will work on projects that make a difference to the Australian community. You'll work in collaborative teams and build your professional and technical skills in a diverse range of areas, while supporting the Australian Government's decision making through the provision of high-quality problem-solving analysis and advice, this is the opportunity for you.

You'll be supported and encouraged to undertake further learning, development and study including professional qualifications such as those offered by Chartered Accountants Australia and New Zealand (CA ANZ) and Certified Practising Accounting (CPA) Australia. You'll also undertake specialist accounting and finance training to hone your technical knowledge and be mentored by senior qualified accountants to develop your professional and practical skills.

For further information on the Australian Government Graduate Program – Accounting and Financial Management Stream [Click Here](#).

Am I eligible?

To be eligible to apply for the Australian Government Graduate Program – Accounting and Financial Management Stream, you must meet the below eligibility requirements:

- Be an Australian citizen (you will need to upload proof of citizenship in the application form);
- Have completed an eligible Australian Qualifications Framework (AQF) Level 7 qualification (a Bachelor Degree) or higher equivalent by 31 December 2024 (see below for more information on eligible qualifications)
- Have completed your most recent degree between 1 January 2020 and 31 December 2024;
- Be able to obtain and maintain a valid Australian Government security clearance once accepted into a graduate program; and
- Be willing to undergo any police, character, health or other checks as required.

Eligible qualifications

Candidates will need to have either completed at AQF Level 7 Level or above:

- an accredited accounting/finance qualification, or
- a qualification with two or more units in core competency areas.

List of accredited degrees – 2025 AGGP - Accounting and Financial Management Stream

Eligible degrees as per CA/CPA accredited courses (need to demonstrate all core competency areas):

AQF Level 7 qualifications

Bachelor of Accounting - can be combined with other degrees

Bachelor of Accounting and Finance

Bachelor of Arts (Accountancy) - major in Accounting

Bachelor of Business (major in Accounting) - can be combined with other degrees

Bachelor of Business Accounting

Bachelor of Business Administration (Accounting)

Bachelor of Commerce (Applied) - must meet core competency requirements

Bachelor of Commerce/Applied Commerce (major in Accounting) - can be combined with other degrees

Bachelor of Economics - major in Accounting

Bachelor of Finance - must meet core competency requirements

Bachelor of International Business - major in Accounting

Bachelor of International Finance - major in Accounting

Bachelor of Management - major in Accounting and/or must meet core competency requirements

Bachelor of Professional Accounting

Bachelor of Taxation - must meet core competency requirements

AQF Level 8 qualifications

Graduate Certificate/Graduate Diploma in Accounting

Graduate Certificate/Graduate Diploma in Business (Professional Accounting)

Graduate Diploma in Financial Management - major in Accounting

Graduate Certificate/Graduate Diploma in Professional Accounting

AQF Level 9 qualifications

Master of Accounting/Master of Accounting (Professional)/Master of Accountancy - can be combined with other degrees

Master of Business Administration (Professional Accounting)

Master of Commerce/Applied Commerce - major in Accounting

Master of International Accounting

Master of Management - major in Accounting

Master of Professional Accounting

Master of Professional Accounting Services

Master of Professional and Practising Accounting

For those candidates who do not have accredited degrees, they may still be assessed as meeting the degree requirements if they have completed two or more units in either list of core competency identified by CAANZ or CPA Australia. These core competencies must be met before a candidate can commence the CA or CPA Program (see next page).

Accredited qualifications (for entry in the CA or CPA Programs):

An accredited qualification is where CA ANZ or CPA Australia has assessed the qualification as meeting the academic entry requirements for the entry into the CA or CPA Program. To check whether your qualification is accredited, please see the following pages:

- [CA ANZ Accredited Tertiary Courses](#)
- [CPA Australia Accredited Tertiary Courses](#)

Non-accredited qualification with minimum number of core competencies

Where a candidate has completed a non-accredited qualification, they should have completed two or more units from one of the following lists of core competency areas:

- EITHER [CA ANZ core competencies](#) – completed two or more units in any of the following areas:
 - Accounting Systems and Processes
 - Financial Accounting and Reporting
 - Audit and Assurance
 - Business Law
 - Economics
 - Finance and Financial Management
 - Management Accounting
 - Quantitative Methods
 - Tax
 - Information and Communication Technology
 - Business Acumen.
- OR [CPA core competencies](#) – completed two or more units in any of the following areas:
 - Accounting Systems and Processes
 - Finance and Financial Management
 - Financial Accounting and Reporting: comprised of Financial Accounting and Accounting Theory
 - Management Accounting
 - Auditing
 - Taxation Law
 - Economics
 - Quantitative Methods
 - Business Law (comprised of Contract and Commercial Law).

Diversity and Inclusion

We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Affirmative Measures Disability applicants

For applicants applying under the Affirmative Measures Disability process, you will also need to provide suitable evidence of a disability which may include a:

- Letter from a Disability Employment Service of JobActive provider;
- Certificate or letter from a registered medical practitioner; or a
- Letter from a secondary or tertiary institution Disability Services Unit.

Applicants will not be required to provide evidence of a disability unless they are found suitable, and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily. Evidence of a disability does not need to include information about the type of disability. For information about how a disability is defined in the Australian Public Service please click [here](#).

Opportunities for Aboriginal and Torres Strait Islander candidates

We encourage Aboriginal or Torres Strait Islander graduates who have a qualifying degree to apply for the Accounting and Financial Management Stream.

Assessment Process

The assessment process will involve the below stages:

Stage 1: Online Application

The online application is your opportunity to provide relevant personal details and respond to an application question, outlining your motivation and interests for applying for the APS and the Accounting and Financial Management Stream and your skills, capabilities and qualifications. At this stage, you need to upload your resume, your most recent academic transcript and answer eligibility questions.

Tips for your application

- Start your online application as early as possible, well before the deadline. If you have questions or technical issues on the due date, you may not be able to resolve these quickly enough to lodge your application on time. Please note that online applications close at **11:30pm (AEST) on Monday, 15 April 2024**. Late applications will not be accepted.
- Take note of the word limit as an indication of the amount of information to include. Remember to be concise, however use the word limit appropriately.
- It is recommended that you prepare your response in a Word document and then copy and paste it into your online application form. If you experience technical issues on the eRecruit site, you may lose the information and may need to start again.
- Proof-read your application. Your writing skills are assessed along with the content in your response.
- Once you have successfully submitted your online application, you will receive an email confirming receipt. It is recommended that you check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam/junk folder.
- Provide honest and accurate information as your responses will be confirmed at other stages in the assessment process.

Resume

You need to attach a resume to your application prior to submission.

Tips for compiling a graduate resume

- List any employment you have, including volunteer work, in reverse chronological order. This means listing your most recent employment history first and working back from there.
- Your resume should be as concise as possible. Two to three pages should be the maximum length.
- Ensure your resume is without spelling or grammatical errors and is accurate and complete.
- List recent and relevant referees

Stage 2: Online Assessment

Shortlisted candidates will be invited to complete an online assessment. This assessment has been designed to identify and measure key capabilities and attributes for an Australian Public Service graduate. This assessment will take you approximately 45 minutes to complete and it is recommended that you complete the assessment in one sitting.

Stage 3: Assessment Centre

Candidates shortlisted from Stage 2 will be invited to attend a virtual Assessment Centre which will run over a number of weeks (late May – June). The exact dates will be confirmed closer to the time and further information will be provided to shortlisted candidates only.

Assessment Centres involve different activities to assess your skills and capabilities. We understand each individual has unique strengths, so the Assessment Centre is designed to provide you with an opportunity to demonstrate your strengths against multiple capabilities required for the graduate program.

You may be asked to complete the following activities:

- panel interview
- technical activity
- individual presentation
- written task
- group activity

Tips for Assessment Centres

- Understand all the instructions provided to you. If you are unsure what to do, ask for clarification. Ensure you check the start time and duration of your Assessment Centre.
- Be well rested to ensure you bring your best self to your scheduled Assessment Centre.
- Address all the issues and questions outlined in each activity clearly and concisely.
- Use the STAR (Situation, Task, Action, Results) method for your responses and keep them brief and to the point.
- Use real situations in your answers rather than a hypothetical example. Responses should be factual, concise and outline YOUR role in the scenario.
- Ensure you test your device and are familiar with the IT platform beforehand to avoid technical difficulties during the session.
- If you experience difficulties, call DFP Recruitment on 1300 184 801 as soon as possible.
- Pace yourself, remember the time limit and ensure you leave enough time to respond to each question.

Stage 4: Matching and offers

Successful candidates will be placed in a merit pool for consideration of offers. Your qualifications, preferences, organisational alignment and partner agency business requirements will be used to match you with a partner agency. Please note, while we try and match successful candidates with one of their nominated agencies, this is not guaranteed. If a partner agency wishes to make you an offer, they will contact you further to discuss the specific opportunity.

Additional support

If you require reasonable adjustments to be made at any stage of the assessment process, please note this in your application form. A member of DFP Recruitment team will then contact you to discuss these adjustments further.

Feedback

Due to the expected volume of candidates through the various assessment stages, feedback will only be provided to candidates who attend the Assessment Centre.

Contact

If you have any questions about the recruitment process, please contact DFP Recruitment via the details below:

Phone: 1300 184 801

Email: aggp.afm@dfp.com.au