



General Employment Information

Position Title	Finance Coordinator
Basis of Employment	Full Time – Fixed Term 1 (one) year
Location	The positions are based in Innisfail. Travelling throughout the geographic service area of Mamu Health Service Limited (MHSL) is a requirement of this position
Award	Aboriginal & Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Remuneration	Commensurate with experience and qualification
Payment of Wages	MHSL employees are paid weekly and all payments are made directly by EFT into employees nominated bank accounts
Leave	MHSL employees receive 5 weeks annual leave (leave loading at 17.5%) and 12 days sick/personal leave
Superannuation	MHSL makes a contribution to your nominated superannuation fund of 10% of the employee's gross base salary
Salary Sacrifice	MHSL employees enjoy the benefits of salary sacrifice up to the maximum allowable under current Federal rules for PBI (Public Benevolent Institutions). This is currently offered through Eziway
Employee Assistance Program	MHSL has an Employee Assistance Program available to all employees. This is a free and confidential counseling service available to employees and their families
Professional Development	MHSL employees have ongoing professional development opportunities
Identified Position	The filling of this position is a <i>Specified</i> position. Applicants are required to provide a written reference from an Aboriginal and/or Torres Strait Islander person who can attest to the applicant's background
Applying for the position	To apply for the position you will need to forward your application with the following to: recruitment@mamuhsl.org.au Applicants need to submit a resume, certified copy of qualification, proof of COVID Vaccination and an application letter that address the Selection criteria (no more than two pages).

Further information can be obtained by visiting www.mamuhsl.org.au
And/or contacting Soana Mafua on 07 40615 156 for a private and
confidential discussion.

*Applications that do not address the Selection Criteria will not progress
in the recruitment process.*

Application Closing Date

Applications close on Friday 25 February 2022 5.00pm.