



Ngoonbi Community Services Indigenous Corporation

ABN: 40 047 335 486

ICN: 8275

2/40 Coondoo Street, Kuranda QLD 4881

PO Box 26, Kuranda QLD 4881

Phone: 07 4093 7177 | Fax: 07 4093 7466 | Email: ngoonbi@ngoonbi.org.au

EMPLOYMENT APPLICATION FORM

Mission Statement

Our mission is to provide flexible and responsive services to our communities and encourage self-reliance, empowerment and improved life and wellbeing.

Vision Statement

Ngoonbi Community Services Indigenous Corporation believes services should be provided using a team of highly competent and caring staff who recognise and respect client individuality, dignity, confidentiality and cultural beliefs. Clients are encouraged to participate within the decision-making processes of services.

What you need to know about the position		
Position Name: Finance Officer		Closing Date: 6 November 2020
Type: Full-time	Hours: 38 hours per week	Primary Location: Kuranda
<p><i>Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position. Only Aboriginal and/or Torres Strait Islander people will be considered for this position (Welfare Measure Exemption. Section 104 Anti-Discrimination Act 1991(Qld)).</i></p>		
What we need to know about you		
First Name:		Last Name:
Address:		Email:
Mobile Phone:		Home Phone:
How did you learn about this vacancy?		
Do you have the following:		
Post graduate formal qualification, or lesser formal qualification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience in a similar role?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Broad experience with accounting software and data bases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Open "C" class manual drivers licence or equivalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current National Police Check, or ability to acquire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Yellow Card (issued by Department of Communities, Disability Services and Seniors), or ability to acquire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Blue Card (Working with Children Check), or ability to acquire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Only complete applications that include all of the items listed below will be considered.	Have you Attached?	
Current Resume providing details of 3 contactable referees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 page Cover Letter detailing how you meet the Position Requirements as detailed in the Position Description for this role.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed Employment Application Form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Only applications received via the following means will be referred to the selection panel.

- Email: recruitment@ngoonbi.org.au;
- Post: Ngoonbi Community Services Indigenous Corporation, PO Box 26 Kuranda QLD, 4881;
- In Person: Ngoonbi Reception, 40 Coondoo Street Kuranda QLD, 4881.

For general enquiries on this position please contact Brent Hammond (HR) on (07) 4093 7177 or humanresources@ngoonbi.org.au during normal business hours.