



*MIFSA's mission is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends*

### **Assistant Accountant** SACS Level 5

The Assistant Accountant will assist in all financial processes to provide a large range of financial and accounting services and support the development of new systems and procedures.

The successful applicant will have:

- A qualification (or near qualified) in accounting
- Knowledge of general ledger processing and preparation of financial reports, including trial balance, profit and loss statement and balance sheet

Based at Wayville  
1.0 FTE

### **Administration Coordinator** SACS Level 6

The Administration Coordinator will develop and implement high quality administrative and promotional services for a broad range of MIFSA programs and services.

The successful applicant will have:

- Experience in senior level administrative support
- High level of communication and customer service skills
- Sound working knowledge of Microsoft Office Suite and Adobe InDesign programs

Based at Wayville  
1.0 FTE  
Contract position to 30 June 2013

### **Administration Officer** SACS Level 3

The Administration Officer will work as part of a dynamic team to provide reception and administration support services to MIFSA and people accessing MIFSA services.

The successful applicant will have:

- Experience in administration and reception work
- Proven ability to provide excellent customer service
- Working knowledge of Microsoft Office Suite

Based at Wayville  
0.6 FTE  
Contract position to 30 June 2013

**Generous salary packaging option available**

**Job Descriptions available on our website**

**Initial enquires to [recruitment@mifsa.org](mailto:recruitment@mifsa.org)  
Ph: 8378 4100**

**Applications close  
17 February 2012**