



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HEAD OFFICE FINANCE
JOB TITLE:	GROUP MANAGEMENT ACCOUNTANT

PURPOSE OF POSITION

Review of financial performance and provide relevant information to assist management to make informed decisions

KEY PERFORMANCE AREAS

Financial

- Reviewing management accounts
- Reviewing and approving certain journals
- Review certain monthly management files
- Assist with and resolve queries from various companies and divisions within the group.
- Analysing the costings of major expenses and ensuring all activities and expenses are in line with business practice - detailed cost analysis for the business units
- Input into management/service contracts
- Engage with service providers
- Income and expenses evaluation for new businesses/projects.
- Other ad hoc projects for management - Provide support to management on a daily basis for ad hoc finance items
- Review/authorise monthly payments within limit

Taxation:

- Preparation/Review of tax computations

Insurance

- Group Insurance liaison
- Provide detailed calculations and completion of renewal questionnaires for insurers to determine group premiums
- Facilitate timely payment of premiums
- Monitor and submit claims

Budgets

- Review individual company budgets.
- Assist with the consolidation of operational and capex budgets

Audits and AFS

- Group audit liaison - Co-ordinating group audit
- Perform technical related calculations (IFRS 9 etc)
- Follow up on outstanding audit matters with other departments
- Co-ordinating AFS preparation and review
- Performing detailed review of AFS to ensure compliance

Staff

- Oversee finance department to ensure optimal output from employees
- Assist finance staff with daily finance queries
- Selection/recruitment of finance staff

Compliance

- Ensuring compliance with external regulators:
- IFRS accounting practices.
- SARS compliance
- Ensuring compliance with internal policies and processes.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Minimum Grade 12 (Matric)• Qualified Chartered Accountant or CIMA• Experience in a similar role would be advantageous
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Must possess excellent inter-personal skills.• Must be able to work independently under minimum supervision.• Excellent observation skills.• Must be computer literate• Must be proficient in Microsoft Office
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">• Professionalism and initiative• Well-spoken and respectful• Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none">• We respect the dignity of an individual.• We are committed to giving our doctors top quality service.• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.• We are committed to providing our shareholders with a fair rate of return on their investment.• We will act in a responsible manner towards our physical and social environment.

CV's together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short-listed candidates will be contacted.

POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 21 February 2023

Yours faithfully

Jenny Bux

Group HR Manager