



**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>HEAD OFFICE</b>
<b>JOB TITLE:</b>	<b>CASHBOOK CLERK</b>

<b>PURPOSE OF POSITION</b>	
The above position has become vacant in the Finance Department, reporting to the Group Accounting Services Manager.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Responsible for Cash book and administrative functions.</li> <li>• Responsible for the billing and collection of rentals.</li> <li>• Resolve all administrative queries efficiently.</li> <li>• Ensure that group protocols and processes are followed.</li> <li>• Give status reports to the accountants regarding cash book and administrative task.</li> <li>• Perform Adhoc task's assigned to you by your manager.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Must have a grade 12 qualification</li> <li>• Must be computer literate</li> <li>• Must have minimum 2 years relevant experience</li> <li>• The ideal person will have the willingness to assume job ownership, work independently, and apply principles of continuous improvement</li> <li>• Knowledge of ACCPAC would be an advantage</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Excellent Communication Skills</li> <li>• High multi-tasker</li> <li>• Good Telephone etiquette</li> <li>• Punctuality</li> <li>• Good time management</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> <li>• Honesty and Integrity</li> </ul>

**JMH VALUES**  
(Commitment)

- 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](mailto:recruitment@jmh.co.za)

**NB: Only short-listed candidates will be contacted.**

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 14 August 2023.**

**Yours faithfully**  
**Jenny Bux**  
**Group HR Manager**