



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>FINANCE -CITY HEAD OFFICE</b>
<b>JOB TITLE:</b>	<b>CREDITORS SUPERVISOR</b>

### PURPOSE OF POSITION

To manage the accounts payable/creditors team, ensuring timely and accurate processing of invoices, credit memos, and expense reports.

### KEY PERFORMANCE AREAS

- Lead, train, and mentor the accounts payable team, providing guidance and support, while also conducting performance reviews and providing feedback.
- Oversee the timely and accurate processing of invoices, credit memos, and expense reports, ensuring they are properly authorized and matched with purchase orders and receiving documents.
- Reconcile accounts payable transactions and vendor statements, prepare AP aging reports and other required reports, and ensure accuracy of the AP ledger.
- Monitor payment schedules, accuracy of banking details and cash flow to ensure timely disbursements, while also managing and executing the timely payment of invoices.
- Maintain compliance with internal policies and accounting standards, assist with audits by preparing and supplying required documentation, and ensure proper record-keeping.
- Communicate with suppliers to resolve queries and maintain strong relationships, and manage supplier returns, credits, and suspense accounts.
- Open and maintain up-to-date vendor accounts and master data and organize and maintain documentation for easy access and retrieval.
- Ensure clear communication of policies and procedures across stakeholders and collaborate with internal departments and external service providers.
- Timeous and accurate reporting.
- Monthly review of the Age Analysis.
- Reconciliations for inter-company accounts.
- Query Resolution (Managing relationships with vendors and suppliers).

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Creditors qualification, Bookkeeping.</li> <li>• A minimum of 5 year's Accounts Payable experience.</li> </ul>
<b>COMPETENCIES</b> (The following will be advantageous)	<ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Conflict Resolution</li> <li>• Time Management</li> <li>• Accountability</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Creditors</li> <li>• Cashbook</li> <li>• Excel</li> <li>• Solid knowledge of bookkeeping and accounting principles, laws, and regulations.</li> <li>• Team management skills essential.</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>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
CV's together with supporting documents should be submitted to: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a>	
	<p><b>NB: Only short-listed candidates will be contacted.</b></p> <p><b><u>POPIA CLAUSE – HR ADVERTS</u></b></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>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.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p><b>Closing date for applications is 17 June 2025</b></p> <p><b>Yours faithfully</b>  <b>Jenny Bux</b>  <b>Group HR Manager.</b></p>