

**JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED**

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	FINANCE - CITY HEAD OFFICE
JOB TITLE:	TAX & PROPERTY ADMINISTRATOR

PURPOSE OF POSITION

The Tax & Property Administrator provides necessary support to the Financial Team
The Tax & Property Administrator is responsible for assisting the tax & property accountant and group management with various deliverable for month end, year end and ad hoc basis.

KEY PERFORMANCE AREAS**Key Responsibilities:**

- Maintain records of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
- Maintain general ledger as needed.
- Monthly management account preparation.
- Production of profit and loss.
- Accruals & prepayments.
- Year end audit analysis.
- Reports on debtors and creditors.
- Assist group with reconciling and reviewing group purchases.
- Assist with reviewing VAT reconciliations.
- Assist with preparation of the annual financial statements along with the relevant notes.
- Assist with the reconciliation of monthly payments including municipality bills.

Financial and Management Reporting:

- Responsible for the coordination and preparation of monthly journals.
- Monthly reconciliations of Balance Sheet accounts.
- Completion of accounts to Trial Balance stage.
- Oversight of Accounts Payable, including checking and data entry of invoices.
- Assist with the update and reconciliation of Fixed Asset Register.
- Data inputs, accounts receivable and payable, expense sheets, invoices, other ad-hoc tasks as required.
- Prepare costing reports.
- Preparation of management files.
- Oversight of the project costing process, including managing the work in progress accounts.

Monitoring:

- Review of work prepared by Accounts Administrators.
- Regular monitoring of Accounts Receivable and Accounts Payable sub-ledgers.
- Contribute to the enhancement and development of monthly analysis provided to senior management.
- Undertake detailed analysis on KPIs as required.

<ul style="list-style-type: none"> Compliance in terms of the accounting principles and the company's policies and procedures. 	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> National Diploma/ Bachelor of Commerce in Accounting. 3- 5 years of relevant experience
COMPETENCIES	<ul style="list-style-type: none"> Attention to Detail Conflict Resolution Time Management Accountability
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> Creditors Cashbook Excel Solid knowledge of bookkeeping and accounting principles, laws, and regulations. Team management skills essential.
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. Honesty and Integrity
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	
<p align="center"><u>POPIA CLAUSE – HR ADVERTS</u></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 align="center"> Closing date for applications is 17 June 2025 Yours faithfully Jenny Bux Group HR Manager </p>	

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