



**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>CITY HEAD OFFICE</b>
<b>JOB TITLE:</b>	<b>CREDITORS CLERK</b>

<b>PURPOSE OF POSITION</b>	
To take responsibility for the accurate processing and reconciliation of all documents for payment.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Ensure timeous completion of creditors capturing, reconciliations and payments.</li> <li>• Resolve all supplier queries efficiently.</li> <li>• Ensure accurate coding of expenditure.</li> <li>• Complete the required costings and analysis for the accountants.</li> <li>• Ensure that group protocols and processes are followed.</li> <li>• Give status reports to the accountants regarding creditors.</li> <li>• Perform adhoc tasks as 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 Grade 12 qualification.</li> <li>• Must be computer literate.</li> <li>• Must have a minimum of 6 months relevant creditors experience.</li> <li>• The ideal person will have 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.**

**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 20 August 2024**

**Yours faithfully  
Jenny Bux  
Group HR Manager**