



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	FINANCE -CITY HEAD OFFICE
JOB TITLE:	CREDITORS SUPERVISOR

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).

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Creditors qualification, Bookkeeping. • A minimum of 5 year’s Accounts Payable experience.
COMPETENCIES (The following will be advantageous)	<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 style="text-align: center;">NB: Only short-listed candidates will be contacted.</p> <p style="text-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 style="text-align: center;">Closing date for applications is 17 June 2025</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager.</p>