

**VACANCY: JOINT MEDICAL HOLDINGS**

DIVISION:	HEAD OFFICE
JOB TITLE:	ASSISTANT ACCOUNTANT

PURPOSE OF POSITION

The above position has become vacant in the Finance Department.

KEY PERFORMANCE AREAS

- Responsible for the accounting and costing preparation of the respective companies.
- Prepare reports for the Senior Accountant or respective managers.
- Be able to supervise staff and ensure deadlines are adhered to.
- Must be able to prepare and complete accounting functions up to balance sheet.
- Responsible to prepare monthly management accounts and recons.
- Carry out tasks skilfully and diligently as assigned to you.
- Review and ensure accurate financial recording by the creditors and cash book clerk.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Must have a B.Comm/Compt Degree• Completed Articles with an audit firm will be advantageous• Postgraduate qualification advantageous• Must have 3 year's work experience• Must be computer literate – MS Word & Excel.• Accpac experience advantageous
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Excellent Communication Skills• High multi-tasker• Good Telephone etiquette• Punctuality• Good time management

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 10 March 2025</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>
--	---