



**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>CITY HEAD OFFICE</b>
<b>JOB TITLE:</b>	<b>ASSISTANT ACCOUNTANT</b>

<b>PURPOSE OF POSITION</b>	
The incumbent will provide support to the senior accountant and wider finance team by preparing the accounting records up to trial balance and responsible for reconciling of balance sheet accounts, the supervision and review of cash book and creditors.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Responsible for the accounting and costing preparation of the respective companies.</li> <li>• Prepare reports for the Senior Accountant or respective managers.</li> <li>• Be able to supervise staff and ensure deadlines are adhered to.</li> <li>• Must be able to prepare and complete accounting functions up to balance sheet.</li> <li>• Responsible to prepare monthly management accounts and recons.</li> <li>• Carry out tasks skilfully and diligently as assigned to you.</li> <li>• Review and ensure accurate financial recording by the creditors and cash book clerk.</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 a B.Comm/Compt Degree</li> <li>• Completed Articles with an audit firm will be advantageous</li> <li>• Postgraduate qualification advantageous</li> <li>• Must have 3 year's work experience</li> <li>• Must be computer literate – MS Word &amp; Excel.</li> <li>• Accpac experience advantageous</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 10 December 2024**

**Yours faithfully**  
**Jenny Bux**  
**Group HR Manager**