

**VACANCY: JOINT MEDICAL HOLDINGS**

DIVISION:	CITY HOSPITAL -FINANCE
JOB TITLE:	CASH BOOK CLERK

PURPOSE OF POSITION

The incumbent will be responsible for reconciliation, bank statement processing, sundry billing and follow ups, as well as ensuring the accurate and timely administration/completion of the accounting process in line with company policies and procedures.

KEY PERFORMANCE AREAS

- Responsible for Cash Book and administrative functions and sundry debtors admin.
- Coding and capturing of cash book and ensuring timeous completion of cash book reconciliation
- Resolve all administrative queries efficiently
- Ensure that group protocols and processes are followed
- Give status reports to the accountants regarding cash book and administrative tasks
- Perform adhoc tasks as assigned to you by your manager.

COMPETENCIES (The following will be advantageous)**MINIMUM REQUIREMENTS**
(Educational Qualifications & Experience)

- Must have Grade 12 qualification.
- Must be computer literate.
- Must have minimum 2 years relevant experience
- Knowledge of ACCPAC would be an advantage.
- The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.

SKILLS
(Practical & Technical)

- Excellent Communication Skills

BEHAVIOURAL ATTRIBUTES
(Personality Characteristics)

- Professionalism and initiative
- Well-spoken and respectful
- Must be able to adhere to all company rules and policies.

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

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 18 September 2024

**Yours faithfully
Jenny Bux
Group HR Manager**