



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL – FINANCE
JOB TITLE:	FINANCE & ASSET CONTROLLER

PURPOSE OF POSITION	
<ul style="list-style-type: none">The incumbent will be responsible for the administration and capturing of all group fixed assets.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none">Responsible for capturing all new assets.Running month end reports.Reporting to finance (senior Accountants) on fixed Assets.Labelling of new assets purchased.Running fixed Assets registers.Maintaining and reviewing manual fixed asset registers in the different locations.Verification of fixed assets.Assisting with the fixed asset audit internal and external.Ensuring accuracy and completeness of the fixed asset register.Condemning/Scrapping of fixed Assets.Controlling of transfer of asset between hospitals and asset being assessed /repaired.Knowledge of D.Bit is advantageous.	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">MatricDiploma/Certificate in Bookkeeping /Accounting
SKILLS (Practical & Technical)	<ul style="list-style-type: none">ExcelWordOutlookAccpac
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">Professionalism and initiativeWell-spoken and respectfulMust 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 06 June 2024

**Yours faithfully
Jenny Bux
Group HR Manager**