

VACANCY - HILLCREST

ROLE PROFILE

Role Title	CREDITORS CLERK
Department	HOSPITAL MANAGEMENT
Reporting Structure	FINANCE MANAGER
Closing date	19 FEBRUARY 2020

ROLE SUMMARY

The Creditors Clerk will be responsible for carrying out accounting and administrative duties such as the processing and payment of vendors' invoices, reconciliation of statements, following-up on unpaid vendors, obtaining statements and invoices and to provide bookkeeping and clerical support to all financial functions.

SKILLS PROFILE

INHERENT REQUIREMENTS

- Grade 12 or equivalent NQF level 4 qualification
- Relevant certificate in Bookkeeping or Finance will be advantageous.
- Working knowledge of Microsoft Office.

WORK EXPERIENCE

- Any accounting system experience.
- Customer service orientated with high working standards
- Excellent Interpersonal and communication skills

KNOWLEDGE

- Ensure invoices related to contracts agree to the contract.
- Ensure the correct GL account & vendor account is utilised when processing invoices in Accounts Payable module.
- Ensure that the correct VAT is applied to invoices & Ensure AP batches are posted daily
- Preparation and submission of creditors' reconciliations (ensure invoices follow sequence).
- Forward remittance advices to suppliers after completion of payment run.
- File all invoices after payment run according to the agreed filing protocols.
- Prepare monthly analysis of the creditors list. Maintain vendor master listing.
- Maintain the contract register, in terms of filing and price updates.
- Process patient refunds in a timely manner.
- Assist with balance sheet recons during the course of the month and the finalisation at month end.
- Assist in preparation of cost/profit centre reports, by maintaining and providing analytical information to the Accountant
- Ensure audit deliverables are maintained according to the standard required by the auditors.
- Ensure the correct cost centre and GL account are used when processing transactions.

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.hillcrest@Busamed.co.za before the closing date cited above. Kindly indicate the name of the position you are applying for in the subject line of your email.