



VACANCY - LOWVELD	
Role Title	FINANCE MANAGER
Department	FINANCE
Reporting Structure	HOSPITAL MANAGER
Closing Date	18 MARCH 2020
ROLE SUMMARY	
<p>Reporting to the Hospital Manager, the Finance Manager will be responsible for supporting the operational and financial planning and analysis needs of the hospital.</p> <ul style="list-style-type: none">• Ensure that the finance team maintains financial record systems in accordance with International Financial Reporting Standards• Responsible for preparation and approval of all financial reporting materials to the company's Management• Prepare and communicate monthly and annual financial statements for the company.• Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational KPIs• Manage cash flow and forecasting; direct all financial, project-based, and cost centre accounting.• Coordinate all audit activities.• Coordination of daily activities in the finance and admin department.• Calculate and complete returns: VAT, Income Tax, EMP, etc.• Be responsible for ensuring the integrity of SAP and that the system is running optimally.• Review & approve payroll• Review and report on revenue process controls and effectiveness of cash collections• Assess and implement internal controls across all cycles.• Manage the general procurement of the Hospital	

SKILLS PROFILE

EDUCATION

- B Com Honours in Accountancy
- Intermediate-Advance excel skills

WORK EXPERIENCE

- Minimum of five (5) years financial and administration experience
- Previous experience in development of monthly/daily financial reports

KNOWLEDGE

- Working knowledge of SAP would be advantageous
- Experience in a Private Hospital environment would be advantageous

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.lowveld@busamed.co.za
