

VACANCY – HILLCREST

Please note that this position is being re-advertised. We kindly request for applicants who have previously applied to re-apply for the position.

ROLE PROFILE

Role Title	ACCOUNTANT
Department	FINANCE
Reporting Structure	FINANCE MANAGER
Closing date	24 MARCH 2020

ROLE SUMMARY

The Accountant will be responsible for credit control and finance staff. The incumbent is further responsible to ensure that timeous payments are done, collection targets are met, and month-end procedures are followed to be able to compile management accounts.

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- Accounting degree (Bcom)

WORK EXPERIENCE

- Previous Accountant experience advantages
- Intermediate computer skill (Excel and Word)
- Any accounting system experience.
- Excellent Interpersonal and communication skills

KNOWLEDGE

- Prepare management accounts for monthly meeting, with all relevant information. (Income statement, Balance sheet and volumes and targets and ratios)
- Check all month end accounts that should be reconciled.
- Checking of suppliers and hospital debtors done by Finance clerks
- Petty cash control and processing on SAP (Cashbook – FBCJ)
- Assist with patient and medical aid related queries
- Ensuring that month-end processes are followed.
- Ensure that Stock clerk does correct goods issues and timeously for management account compilation.
- Ensure that Procurement officer follows up on open Purchase orders and obtain correct invoices
- SAP processing for hospital and Pharmacy (Cashbook, MIRO, MIGO, FI, etc)
- Drafting working papers for the auditors and assist in any queries for year-end purposes
- Assist in any ad hoc duties given, maintain patient confidentiality always
- Adhere to company policies and procedures
- Follow-up on outstanding information
- Daily checking of bank balance to assist with cash flow and for Admin stats sent to Head Office
- Daily checking of medical aid receipts on the bank
- Send out weekly target reminders to credit control

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.