

**VACANCY -Bram Fischer International Airport Hospital**

**ROLE PROFILE**

Role Title	<b>FINANCE CLERK</b>
Department	<b>FINANCE</b>
Reporting Structure	<b>ACCOUNTANT</b>
Closing date	<b>18 JUNE 2021</b>

**ROLE SUMMARY**

Busamed Bram Fischer International Airport Private Hospital is looking for a dynamic and professional Financial 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.

**WORK EXPERIENCE**

- Must have previous work experience as a Finance Clerk
- Any accounting system experience
- SAP knowledge would be an advantage
- Private health experience will be advantageous

**KNOWLEDGE**

- Computer literate (Intermediate Ms Excel)
- Knowledge of VAT
- Must be accurate and pay attention to details
- Proactive, organised and able to multitask and work well under pressure
- Participative and able to work as part of the team.
- Excellent problem solving skills
- Flexible.

**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.Bramfischer@Busamed.co.za](mailto:Applications.Bramfischer@Busamed.co.za) before the closing date cited above.

**Should you not hear from us by the 30 June 2021, please consider your application unsuccessful.**