



VACANCY – BUSAMED PAARDEVLEI PRIVATE HOSPITAL

ROLE PROFILE

ROLE TITLE	FINANCE CLERK
DEPARTMENT	FINANCE
REPORTING STRUCTURE	ACCOUNTANT
CLOSING DATE	02 NOVEMBER 2021

ROLE SUMMARY

Reporting to the Accountant, the Finance 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

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- Relevant certificate in Bookkeeping or Finance will be advantageous

WORK EXPERIENCE

- Minimum of three (3) years financial and administration experience
- Any accounting system experience. Customer service orientated with high working standards
- Experience in a Private Hospital environment would be advantageous

KNOWLEDGE

- Working knowledge of SAP would be advantageous
- Working knowledge of Microsoft Office
- Must be accurate and pay attention to detail
- Proactive, organised and able to multitask and work well under pressure

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.Paardevlei@Busamed.co.za and highlight Finance Clerk Application as the Subject of the e-mail.

Should you not hear from us by the 30th November 2021, please accept that your application was unsuccessful.