



Vacancy



ROLE PROFILE	
Role title	Assistant Accountant
Division	Hospital Division
Location	Netcare Greenacres Hospital
Reporting structure	Financial Accountant
Closing date	09 March 2020

ROLE SUMMARY
The incumbent will be responsible for assisting the Financial Accountant in performing general Accounting functions, compliance with the key finance controls and ensuring that the supplier payments are made timeously.

KEY WORK OUTPUT AND ACCOUNTABILITIES
<ul style="list-style-type: none"> • Ensure that the invoice verification process(MIRO) for the creditors' invoices has been processed on SAP and that the VAT is correctly accounted for. • Clearing of the CPD Cockpit for outstanding invoices. • Process service invoices and Minor assets on Mymarket. • Mymarket Day end checks and coalation of documentation. • Follow up on outstanding GRV list and feedback to CPD(Central Payments Department). • Assist suppliers with queries and payments. • Ensure that the BOP forms are completed correctly reflecting the correct beneficiary and bank details for refunds to international patients. • Processing of Non DSP co-payment write off. • Assistance of other admin staff and departments. • Completion of monthly Cost Centre Accounting. • Completion of Sundry Accrual list for month end. • Daily Banking receipt allocation clearing. • Ensure that the Balance Sheet reconciliations are prepared monthly and that any reconciling items are

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followed up timeously and resolved within 30days.

- Private Uniform loan control - allocation of loans, overspend on allowance and deduction maintenance.
- Ensure that the deadlines for the financial pack submissions have been adhered to.
- Complete monthly Control Self Assessment:
 - Pre-numbered stationery
 - Manual purchase order
 - Invoice for VAT compliance
 - Long outstanding orders
- Ensure that the intercompany loan account entries have been processed timeously to the correct GL accounts.
- Ensure that there is supporting documentation available for the entries that are processed.
- ER Consulting assistance with payment remittances.
- Assistance to Accountant as and when required.
- Actively participate as a member of a team to achieve goals.
- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge.
- Keep up to date with Netcare's evolving policies and procedures.
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.
- Develop collaborative relationships to held accomplish work goal.

SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF level 4 qualification • Diploma in Accounting, or B Com degree 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> • A recent graduate from College, Technikon or University • Currently studying towards a financial qualification (e.g. bookkeeping course, diploma in accounting, or B Com degree) 	

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<ul style="list-style-type: none"> A minimum of 1 year working experience in financial management or auditing 	
KNOWLEDGE	
<ul style="list-style-type: none"> Computer Literacy 	
NON MANAGERIAL/ SPECIALIST SKILLS	
Coaching Others*	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change*	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development*	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.
Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	<p>The capacity to identify and respond to the needs of *internal and external customers.</p> <p><i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i></p>
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.

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Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.
VALUES AND BEHAVIOURS	
Netcare Values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organisation. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare Way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours which you will be accountable to uphold:</p> <ul style="list-style-type: none"> • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well groomed to show my dignity. • I always practise proper hand hygiene to show my care. • I always seek consent to show my compassion. • I always say thank you to show my appreciation. • I always embrace diversity to show I am not a racist.

APPLICATION PROCESS

NETCARE IS AN EQUAL OPPORTUNITY EMPLOYER

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

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with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Elizabeth.laing@netcare.co.za or alternatively fax application details to **041 3907088**.

Please note:

- Please note that reference checks for internal applicants will be conducted with the current and past Netcare direct line managers of the applicant and the relevant Netcare HR Managers. Employees are therefore encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function which you have applied for will be based on those that exist in the Division within which you will be employed.
- In the event of a candidate having any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



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