



NETCARE

# Vacancy

Closing date: 08.03.2024

## Role profile

Role title	Half Day Assistant Accountant
Division	Akeso Division
Location	Akeso Montrose Manor Clinic
Reporting structure	Admin and Finance Manager

## Role summary

The incumbent will be responsible for assisting the Akeso Finance Team with the accounting function, providing full financial support to the financial managers and ensuring that supplier payments are made timeously.

## Key work output and accountabilities

### OPERATIONAL EXCELLENCE

- Assist the Finance Managers in collecting information and documentation (internal and external), capturing transactions on SAP, implementing controls, liaising with clients and suppliers as regards their invoices and payments and offer assistance to the Finance Managers where required.
- General office administration and support.
- Assist the Head of Finance with preparation for the annual audit file.
- Assist the Finance Managers with month-end cut-off and preparation of management reports if and when required.
- Review of petty cash reconciliations and requisitions.
- Process supplier invoices and handle supplier queries.
- Raise monthly accruals in SAP
- Assist in processing client admin and finance functions.
- Process monthly Bank account clearing in SAP
- Ensure that invoices are processed on SAP timeously and accurately.
- Ensure that invoices are tax-compliant.
- Ensure that creditor reconciliations have been prepared, and reconciling invoices payable to the supplier statements.
- Ensure that all BS journals are processed timeously and accurately, with supporting schedules.
- Ensure that revenue-related journals have been processed.
- Ensure that the balance sheet reconciliations are prepared monthly and that any reconciling items are followed up timeously.
- Reconciliation of all inter-company loans.
- Management of head office orders and processing.
- Fixed Assets management.
- Display functional knowledge and understanding to support with the submission of statutory submissions such as VAT201 and IT14SD.
- Analytical reviews of costs and expenditure to aid EXCO and line management in decision making

- Perform tasks as assigned by management.

### **Creditors reconciliations and payment proposals**

- Ensure that the invoice verification process (MIRO) for creditors' invoices has been processed on SAP and that the VAT is correctly accounted for.
- Ensure that creditors' reconciliations have been prepared, reconciling the invoices payable to the supplier statements.
- As part of the reconciliation process, advise the suppliers of any payments that have been made but which have not been allocated to the relevant invoices.

### **Overseas payments**

- Ensure that the OTV forms are completed correctly reflecting the correct details and all supporting documents are attached

### **Travel reports**

- Prepare travel reports for each expense nature (i.e. accommodation, local travel, international travel, etc) detailing the following information:
- Name of traveller
- Travel dates
- Reason for travel
- Travel destination

### **General ledger maintenance**

- Ensure that payroll-related journal entries are processed on a monthly basis to the correct GL account and cost centres (leave pay provision, bonus provision, staff loans, and executive salaries).
- Ensure that the WCA provision calculation has been prepared in line with the ruling from the Compensation Commissioner, and that the entries are processed to the correct GL accounts.
- Ensure that the post-retirement provision expenses have been processed in line with the budget guidelines and the profit forecast guidelines.
- Ensure that the IFRS2 expense journals have been prepared in line with the budget guidelines and the profit forecast guidelines.
- Ensure that the revenue-related journal entries have been processed in line with the request from the business analysis team.
- Ensure that the intercompany and other ad-hoc journal entries are processed on time

### **Balance sheet reconciliations**

- Ensure that the balance sheet reconciliations are prepared monthly and that any reconciling items are followed up timeously and resolved within 30 days.

### **Financial packs**

- Ensure that the financial packs have been prepared for review by the Financial Manager prior to submission to the Head of Finance.
- Ensure that the deadlines for the financial pack submissions have been adhered to.
- Analyse and report on budget variances.

### **GROWING WITH PASSIONATE PEOPLE**

## Teamwork

- Actively participate as a member of a team to achieve goals.

## Personal and professional development

- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge.
- Keep up to date with Akeso's evolving policies and procedures.

## STAKEHOLDER MANAGEMENT

### Build and maintain stakeholder relationships

- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.
- Develop collaborative relationships to help accomplish work goals.

## Skills profile

### Education

- A relevant 3 year B Com degree or diploma with Financial Accounting 3 at NQF level 7.

### Work experience

- Minimum of 3 years' experience in a Hospital/ Financial Department.

### Knowledge

#### Required

- Computer proficiency – Excel (pivots, V-lookups, IF formulae, etc), SAP, SAGE, MS Office suite

### Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers.  *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
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.
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"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
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"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to strengthen inclusivity and belonging.</li> </ul>

## 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 with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [mont.recruitment@akeso.co.za](mailto:mont.recruitment@akeso.co.za)

### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are 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 you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has 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 processed for possible recruitment and selection 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 will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

