



**NETCARE**

# Vacancy

Closing date: 23.07.2024

## Role profile

Role title	Assistant Accountant
Division	Hospital Division
Location	Netcare Pretoria East Hospital
Reporting structure	Financial Accountant

## 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

- Review the sheriff payment requisitions to ensure that there are no duplicate payments that have been captured by the CCO team
- Ensure that the payment proposals for the sheriff payments have been prepared prior to the authorisation of the payments by the Financial Manager
- 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 provision for bad debts journal entries are processed in line with the doubtful debt provision calculation
- Ensure that the Balance Sheet reconciliations are prepared monthly and that any reconciling items are followed up timeously and resolved within 30 days
- Ensure that the financial packs for the dormant entities have been prepared for review by the Financial Accountant and the Financial Manager prior to submission to Group Finance
- Ensure that the deadlines for the financial pack submissions have been adhered to.
- Ensure that the EFT batch payments have been prepared prior to the authorisation of the payments by the payment releasers.
- As part of this process, ensure that the payments have been captured to the correct beneficiaries and that the correct amounts have been captured
- Ensure that the cheques have been prepared to the correct payees and that the correct amounts have been captured

- Ensure that any unpaid cheques are reissued to the suppliers timeously
- 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
- Ensure that the Balance Sheet reconciliations are prepared monthly and that any reconciling items are followed up timeously and resolved within 30 days
- Ensure that the monthly journals are done timeously, and the month end deadlines are met.
- Ensure that the balance sheet reconciliations are prepared and capture on SAP BEST GL's timeously and any reconciling items are followed up and resolved within 30 days.
- Help with the meal ticket forms submitted by employees and capturing of the forms on the intranet.
- Helping with the submitting of urgent receipts to SSC
- Assisting with Repairs and Maintenance reviews
- Helping with CSA reports
- Ordering of stationery and meal tickets
- Assisting with Vat and Taxpack
- Helping with banking and invoicing
- Inputting of information in Infor
- Asset with asset verification and review
- Any other Ad-hoc duties that may arise.

## Skills profile

### Education

- Grade 12 or equivalent NQF level 4 qualification
- Diploma in Accounting, or B Com degree

### Work experience

- A minimum of 1 year working experience in financial management or auditing.

### Knowledge

- Computer Literacy

### Non Managerial skills / 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	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
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.

## 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 empathy 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>
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## The Netcare way

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:

- 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 engage 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 with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [Ptaeastcv@netcare.co.za](mailto:Ptaeastcv@netcare.co.za) with Reference : Assistant Accountant

### 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 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 on our electronic system. 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.

