JOB OPPORTUNITY!!!!

Job Title/Position : Finance Officer
Department : Finance
Responsible to : Accountant

1. **Job Summary:**
   The job of the Finance Officer is to supervise the Reception (Cashiers) and Accounting officers and processes, through effective and efficient organisation of the essential resources, including verification of the authenticity and accuracy of all the input and output accounting data.

2. **Key Roles/Responsibility:**
   - Effective and efficient supervision of the Reception (Cashiers) and Accounting staff;
   - Mobilisation and allocation of essential resources to achieve the optimum performance standards;
   - Authentication of all the source documents processed or to be processed into the accounting systems,
   - Daily verification of the accuracy of all the journals processed into the accounting systems;
   - Daily verification and reconciliation of all cash, electronic point of sale vouchers and any other payment instruments collected by the Cashiers, in preparation for banking;
   - Verification of cash disbursements to the sundry suppliers such as Doctors, Anaesthetists, locum tenens and small vendors;
   - Monthly reconciliation and settlement of the credit suppliers including the remittance of the respective settlement details;
   - Monthly processing of the payroll journals, settlement of the salary deductions, and reconciliation of the staff salaries suspense accounts.

3. **List of Duties**
   - Supervision of subordinate staff;
   - Allocation of duties to subordinate staff;
   - Allocation and monitoring of resources for the unit;
   - Collection and verification of the accounting source documents;
   - Daily collection and reconciliation of cash and other payment instruments from Cashiers;
   - Daily preparation of cash and other payment instruments for banking;
   - Daily checking of the accounting journals processed into the accounting systems;
   - Verification of disbursements and settlements to sundry suppliers and trade creditors;
   - Any other relevant duty that may be assigned from time to time.

4. Job Specification (qualifications)

- ***Education***
  The minimum requirement is a Certified Accounting Technician or a Diploma in Commercially related disciplines. Computer literacy with profound knowledge of MS Office applications or equivalent is essential.

- ***Experience***
  A minimum of three years working experience in a commercial or similar institution, one year of which must have been in a supervisory position.

- ***Job Knowledge***
  Knowledge of Pastel Accounting is a pre-requisite with basic knowledge of the hospital practice applications.

- ***Key Competencies***
  - ✓ A strong character with good interpersonal relationships and effective communication skills
  - ✓ Good leadership and management skills with ability to motivate, plan and organise
  - ✓ Attention to detail and accuracy, while maintaining the standards and observing the deadlines
  - ✓ Innovation, problem analysis and solving techniques and willingness to work extra hours under extraordinary circumstances.

Applications and CVs (with three traceable contacts referees) accompanied by certified copies of certificates, transcripts and identity document should be addressed to:

HR & Admin Officer
Maseru Private Hospital
Thetsane West
P/Bag A58, Maseru 100

And send by e-mail to: recruitment@mphospital.co.ls on or before the **6th October 2023** at **1700Hrs**.

Maseru Private Hospital offers competitive salary and benefits package in line with its Remuneration Structure and Policy.

Disclaimer:

- Correspondences will be directed to short-listed candidates only. If you do not hear from us two weeks after closing date, consider your application unsuccessful.
- Maseru Private Hospital provides equal opportunity, fair and equitable treatment in employment to all people without regard to race, colour, religion, national origin, political affiliation, marital status, sexual orientation whatsoever.