



Internal/ External Advert

Finance Manager

Brief Description
A vacancy exists for a Finance Manager responsible for KwaDukuza Private Hospital reporting to Hospital Managers at the facility. The successful candidate will be responsible for overall supervision of Finance Department, resolving queries, ensuring processes are in line with the working procedures and policies of the Hospitals and safeguarding adherence to specific and general company policies.
Critical Outputs
<i>Financial management & compliance</i> <ul style="list-style-type: none">• Monitor all clearing accounts and ensure all outstanding matters are cleared in a timely manner.• Review cash book weekly and sign off cash book reconciliation.• Prepare and review of journals and coding of sundry invoices.• Review of creditors and payment reconciliations prior to payment• Monitoring of daily cash flow and calculation of transfers within the cash management.• Ensure the correct cost centers and GL accounts are used when processing transactions.• Prepare and review of daily stats.• Prepare weekly stats report and revenue report.• Prepare weekly cash flow indicating weekly position and projected position the month.• Review preliminary payroll as per payroll protocol. Agree approved claims to claims as per payroll (overtime, kms, leave cashed, etc.).• Review final payroll and balance the payroll to the payroll system (SAGE) and execute payroll payments within set payment terms.• Review Leave Provision Calculation – Exclude all sessional and staff who have been terminated and pro rata all new permanent staff.• Audit leave balances for SAGE balances maintained on excel.• Review of stock adjustments, including general stores, non-recoverable items, and medical consumables.• Prepare vat calculations and ensure execution of payment within set payment terms.• Review of all leases (ensure invoicing of all tenants including their utilities)• Maintain the open and closed periods on SAP.• Ensure the month-end procedures on the hospital information system are completed by the agreed date for the month.• Completion of monthly management accounts timeously.
<i>Reconciliations</i> <ul style="list-style-type: none">• Ensure that all balance sheet reconciliations are produced on an accurate and timely basis to include bank reconciliations, debtors, creditors, and inter-company account.

Reporting

- Present accurate and timeous management accounts for presentation at operational management and Board meetings together with coherent detailed explanations on variances, as may be required.
- Prepare and produce detailed cash flow forecasts that are accurate and timeous to the form the basis for the working capital.
- Prepare quarterly management reports for the hospital.
- Ensure audit deliverables are maintained according to the standard required by the auditors.
- Initiate, follow through, monitor, and develop annual budget in collaboration with the Hospital Manager and report to the Board for approval.

People management

- Effective communication with team ensuring they are fully informed about policies and work procedures, business developments relevant to the Finance Department.
- Submit payroll input with accurate data for team, including but not limited to leave, variable earnings.
- Plan, organize and monitor the implementation of projects and ensure recognition of successful implementation and targets reached.
- Performance Management and talent development.
- Monitor staff progress against the approved training interventions for the skills year.
- Utilize the wellness service provider for staff debriefings and assist in referring employees .
- Maintain a healthy ER environment and address any deviations expediently and consistently with fairness.

Requirements

- Relevant accounting qualification
- 3 years' experience in a similar role in healthcare
- Familiarity with SARS filing and compliance
- Experience with payroll services
- Own transport essential

Competencies & Attributes

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| <ul style="list-style-type: none"> • Negotiation • Planning • Attention to detail • Training • Business acumen • Influencing • Problem solving | <ul style="list-style-type: none"> • Energetic • Adaptability • Diplomacy • Building relationships • Customer responsiveness • Sound judgement • Ethical behaviour |
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Closing date

Interested candidates who meet the minimum requirements are invited to apply by forwarding a comprehensive CV by close of business on **05 May 2022** to: careers@kdp.co.za.

KwaDukuza Private Hospital is an equal opportunity employer, external candidates will also be considered. Only shortlisted candidates will be contacted, should you not receive any communication after 2 weeks of closing date kindly consider your application as unsuccessful.