

Assistant Accountant

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

Role Summary:

The Incumbent provides administrative and clerical support to the accountant and Financial Manager by preparing reports and payments on a daily basis.

Key Work Output and Accountabilities:

- Collaborate with accounting team to support various accounting projects and activities on a daily basis.
- Provide assistance to prepare financial statements according to company policies.
- Perform journal entries as per established and statutory accounting standards.
- Carry out reconciliations of account, general ledger and sub-ledger.
- Maintain general ledger at account level.
- Process invoices accurately and timely as per company procedures.
- Verify all creditors recons done by creditors clerks
- Analysing the trial balance monthly ensuring correct account allocation
- Reconciling intercompany loan accounts

Inherent Requirements:

- Grade 12 or equivalent of NQF level 4
- Bachelors degree in Accounting or a related field
- 3 Years accounting experience
- Strong analytical skills with a high attention to detail
- Computer literacy
- Deadline Driven

If you are interested in the position and wish to apply, kindly forward your CV to ; sarishan@ehhc.co.za

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.



WORK PROFILE

Location:
Ethekwini Hospital & Heart Centre

Job Grade:
C2

Benefits:
Pension Fund and Medical Aid

Date Posted:
23rd March 2020

Closing Date for Applications:
30th March 2020

Lenmed 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. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.