

Credit Controller – Fixed Term Contract

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 will be responsible for ensuring the achievement of customer collection targets, essential to the profitability of the Hospital. The Credit Controller will also be responsible for managing overdue accounts. Working knowledge and experience of SAP financial systems. Works with energy and enthusiasm and sustains performance over long periods. Collaborates with and supports colleagues and appreciates differences in order to achieve shared goals. Proficient in MS office (Word, Excel, Outlook).

Key Work Output and Accountabilities:

- Ensure that new accounts are credit worthy.
- Ensure all credit applications have been authorized by the Credit Control Supervisor.
- Send confirmation letters to patients.
- Ensure that all new and existing customer accounts are paid as per Group Policy.
- Assist in the setting up of the credit control system for the Hospital.
- Assist with final authorization of Managed Care patient files
- Ensure correct coding for all Managed Care Organisation patients
- Ensure that debts are paid in a timely manner by patients.
- Maintain accurate records of all account matters.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- A financial diploma would be advantageous
- 3 years administrative clerical experience in a hospital environment
- Working knowledge of Excel
- SAP experience beneficial

If you are interested in the position and wish to apply, kindly forward your CV to Chalene.DuPlessis@lenmed.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:
Royal Hospital and Heart Centre

Job Grade:
C1

Benefits:
As per BCEA

Date Posted:
11 September 2020

Closing Date for Applications:
18 September 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.