



Job specification

Office and Accounts Administrator

iHealth: Operations and Finance Support

Reporting to: Executive : iHealth & Bureau Services

Location: Umhlanga - Durban

About Healthbridge

As Healthbridge we exist to liberate life through transforming healthcare. We creatively look for ways to make healthcare more affordable, accessible and effective for everyone. Our innovative HealthTech solutions ensure that patients, healthcare providers and other role players in the healthcare ecosystem benefit through collaboration.

We are working hard to become the platform that makes healthcare thrive, for all.

We seek high performers with a positive, growth mindset who will thrive in a culture grounded in strong values, accountability, openness, collaboration and zero politics.

About the team

The Operations and Finance Support team plays a key role in keeping the business running smoothly. The focus is on accurate financial administration, effective office management, and providing support that enables the wider business to function efficiently. The goal is to create a well-organised, supportive environment where teams can do their best work.

About growth

Growth opportunities at Healthbridge are wide and varied, starting with excellent growth opportunities within the role itself. We are a dynamic and growing company that rewards great performance with not only the standard progression path (take-my-boss's-job) but also offers exciting opportunities to those wishing to expand their horizons.



About the job

This role is responsible for ensuring the smooth day-to-day running of financial, administrative, and operational functions across the business. Core responsibilities include accurate billing and revenue reconciliation, supplier and expense management, and budget tracking. In addition, the role oversees front-office operations, manages travel arrangements, supports company events and team functions, and ensures stock and office supplies are well managed.

The role also provides personal assistant support to the Executive: iHealth and Bureau Services.

The person in this role creates a sense of order, calm, and reliability — keeping things on track while caring for the small details that make a big difference. Success in this role requires a proactive mindset, strong attention to detail, excellent organisational skills, and the ability to juggle multiple priorities with warmth, pride, and professionalism.

Responsibilities

- **Accounts Administration:**
 - Process invoices across multiple clients and key clients
 - Perform revenue reconciliation and monthly billing
 - Track and manage budget vs actuals
 - Support month-end processes, aiming for a 2-3 day close
 - Reporting and consolidation with the Finance team in the Johannesburg office
 - MMR reviews and checks
 - Loading and facilitating weekly and ad-hoc payments
- **Supplier & Expense Management:**
 - Reconcile and process supplier payments
 - Track dealer rebates and key vendor accounts
 - Maintain up-to-date recon sheets and approval documentation
 - Expense approval and budget reconciliation
- **Office & Facilities Management:**
 - Ensure the front office is clean, presentable, and well-stocked
 - Manage office supplies, stock, and
 - Supervise the Cleaner
- **Event & Travel Coordination:**
 - Organise team events, internal functions, and ad hoc celebrations
 - Assisting the Culture Club with the organisation of internal events and initiatives



- **Executive Support / PA Duties:**
 - Provide travel, and logistics support to the Executive: iHealth and Bureau Services
 - Prepare documents, assist with communications
 - Expense and personal claims
- **Process & Continuous Improvement:**
 - Identify opportunities for improved efficiency in finance and operations
 - Help implement processes to streamline admin, recons, and reporting
 - Support strategic thinking and development of financial acumen

Job requirements

Qualifications and experience

- Bookkeeping or finance-related certification (advantageous)
- Minimum of 5 years in a similar administrative, finance, or operations role
- Exposure to both finance and office management responsibilities
- Experience working in a high-paced, multi-functional environment
- Experience supporting senior executives and coordinating events/travel (advantageous)

Knowledge and skills

- Solid understanding of bookkeeping, reconciliations, and financial controls
- Familiarity with supplier management, budgeting, and recon processes
- Fully competent with MS Office/GSuite, particularly Excel/Sheets (VLOOKUPS, Pivot Tables, SUMIFs essential)
- Experience with ERP/accounting systems and importing data (advantageous)
- Strong organisational and planning skills across multiple functions
- Confident with managing travel bookings and event logistics
- Strong written and verbal communication skills

Behavioural Competencies

- Meticulous with attention to detail and pride in quality output
- Proactive problem-solving and follow-through
- Highly proactive, able to follow through and manage multiple deliverables
- Self-motivated and able to work independently with minimal supervision
- Calm under pressure and able to meet tight deadlines
- Friendly and professional with strong interpersonal skills
- Service-orientated, values teamwork, and has a solutions mindset
- Trustworthy, dependable, and discreet with confidential information