



Job specification

Junior Bookkeeper

Shared Services: Finance Department

Employment status: Permanent

Reporting to: Finance Manager

Location: JHB

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 by collaborating together.

We seek high performers with a positive, growth mindset who will thrive in a culture based on strong values, accountability, openness, collaboration and no politics.

About the team

The team's purpose is to be a great business partner to the organisation, providing clear efficient processes, controls, and great guidance by providing clear metrics and good service internally and externally.

About growth

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

About the job

As a Junior Bookkeeper, the primary focus of this position is responsibility for the cashbook function, including: Bank reconciliations, following up and clearing of reconciling items, daily cash management, managing supplier accounts, other ad hoc payments, and other adhoc bookkeeping functions. To maintain and reconcile our Healthbridge bank and supplier accounts accurately and timeously.



Role purpose

To contribute to ensuring the company's cash flow is maximised through maintenance of cashbook and supplier accounts.

Description

- Report daily bank balances to management
- Daily capturing of bank statement transactions
- Maintain and reconcile all cashbooks to the bank statements daily
- Ensure that all payments and receipts on the bank statement are legitimate and correct for all bank accounts
- Allocate daily debtors receipts received
- Update credit card transactions to be shared with various business units for supporting invoices to be saved
- Allocate and capture all credit card transactions to the correct general ledger account and business unit
- Prepare weekly EFT packs for review by management
- Capture EFT payments into the bank system weekly, also as and when required. This should be done and submitted for release before the bank cut-off time
- Record all supplier invoices accurately and completely, ensuring transactions are recorded to the correct general ledger account and business unit, and where VAT is applicable recorded as such.
- Upload refund file for the debtors team weekly
- Month-end Journals assigned by management
- Involvement in finance transformation activities and tasks
- Any ad-hoc duties assigned by management

Job requirements

Qualifications and experience

- Matric
- 3+ years in a similar position is essential
- Any finance qualification (added advantage)



Knowledge and skills

- Knowledge of Microsoft Excel
- Supplier reconciliations
- Cashbook reconciliations
- Good administrative skills
- Self-starter, go-getter, and suitable initiative
- Excellent interpersonal skills
- Able to plan and manage time and priorities
- Team player, driven personality, and good work ethic
- Works effectively with key business stakeholders, and suppliers
- Addresses problems and issues constructively
- Ability to meet strict set deadlines, plans and delivers quality of work
- Strives for excellence and takes pride in his or her work
- High level of numeracy skills and attention to detail