

<b>Job Title</b>	Hospital Accountant
<b>Division</b>	Hospital
<b>Location</b>	Hoedspruit Private Hospital
<b>Reporting Structure</b>	Hospital Manager

### Job Summary

The Hospital Accountant at Hoedspruit Private Hospital is responsible for managing the hospital's financial operations, ensuring accurate and timely financial reporting, budgeting, and compliance with accounting standards. This position reports directly to the Hospital Manager with a dotted line reporting to the Group CFO. The Hospital Accountant plays a critical role in supporting the financial health and sustainability of the hospital.

The primary purpose of the Hospital Accountant is to oversee all financial activities of Hoedspruit Private Hospital, ensuring accurate financial reporting, effective budgeting, and financial planning. The role aims to support the hospital's strategic goals by providing financial insights, maintaining financial controls, and ensuring compliance with regulatory requirements.

### Requirements

- Proven experience in healthcare management, administration, or related field.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a fast-paced environment.
- Knowledge of healthcare regulations and compliance requirements.
- Proficiency in relevant software and computer applications.
- Attention to detail and accuracy in data management.
- Ability to lead and motivate a team effectively.
- Proficiency in Accounting Software

### Qualifications

- Bachelor's degree in Accounting, Finance, or related field required; CPA or equivalent certification preferred.

### Experience

- Minimum of 5 years of experience in accounting or finance, preferably in a healthcare or hospital setting.
- Strong knowledge of accounting principles, financial reporting standards, and tax regulations.
- Proficiency in accounting software, financial systems, and Microsoft Office applications (Excel, Word, PowerPoint).
- Experience with budgeting, forecasting, and financial analysis.
- Excellent analytical, problem-solving, and organizational skills.
- Strong communication and interpersonal skills, with the ability to interact effectively with hospital staff, management, and external stakeholders.

### Responsibilities

#### Financial Reporting and Analysis:

- Prepare and present accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.
- Conduct financial analysis to identify trends, variances, and opportunities for cost savings and revenue enhancement.
- Provide financial insights and recommendations to the Hospital Manager and Group CFO to support decision-making.

#### Budgeting and Forecasting:

- Develop, implement, and monitor the annual budget in collaboration with the Hospital Manager and department heads.
- Prepare financial forecasts and projections to support strategic planning and resource allocation.

## VACANCY

- Monitor budget performance, analyze variances, and recommend corrective actions to ensure financial goals are met.

### **Accounts Payable and Receivable Management:**

- Oversee the accounts payable process, ensuring timely and accurate payment of invoices and maintaining good relationships with suppliers.
- Manage accounts receivable, ensuring timely billing, collection of payments, and resolution of outstanding balances.
- Implement effective credit control procedures to minimize bad debts and improve cash flow.

### **Internal Controls and Compliance:**

- Develop and implement internal controls to safeguard hospital assets and ensure the integrity of financial data.
- Ensure compliance with accounting standards, tax regulations, and other relevant laws and regulations.
- Coordinate and support internal and external audits, addressing audit findings and implementing corrective actions as needed.

### **Cost Management and Efficiency:**

- Monitor and analyze operational costs, identifying opportunities for cost reduction and efficiency improvement.
- Implement cost-saving measures and track their impact on the hospital's financial performance.
- Collaborate with department heads to optimize resource utilization and control expenses.

### **Financial Systems and Processes:**

- Maintain and improve financial systems, processes, and procedures to enhance accuracy, efficiency, and security.
- Ensure the accurate and timely recording of financial transactions in the accounting system.
- Provide training and support to hospital staff on financial policies, procedures, and systems.

### Company needs

- This position operates primarily within the hospital environment, including office settings and occasional interactions in clinical areas.
- Standard working hours apply, with occasional need for extended hours during peak reporting periods or special projects.
- The role may involve occasional travel for meetings, training, or collaboration with the Group CFO and other hospital locations.
- Adherence to confidentiality and privacy regulations regarding financial and patient information is essential.

The Hospital Accountant at Hoedspruit Private Hospital is a vital role in maintaining the financial health of the hospital, providing accurate financial insights, and supporting strategic decision-making. This position ensures the effective management of financial resources, compliance with regulations, and continuous improvement of financial processes and systems.

### **Hoedspruit Private Hospital 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 Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [careers@hphospital.co.za](mailto:careers@hphospital.co.za)

### **Please Note:**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose 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 your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.