

FINANCE OFFICER

Duties and Responsibilities

- Ensuring effective administration of petty cash.
- Posting of cash sales/expenses in the system
- Handle regular cash book reconciliations.
- Ensure financial transactions are properly recorded and entered the accounting systems.
- Handling the budgeting process in liaison with the financial controller
- Daily sales ledger and creditors ledger accounts reconciliation.
- Preparation of daily and monthly reports.
- Ensuring regular invoicing, receive and receipt money.
- Undertaking daily banking functions and bank reconciliations.
- Carrying out stock takes.
- Receiving and verifying goods.
- Preparation of consultancy fees.
- Provide any other accounting and clerical support to the accounting department

Qualification and Key Competencies

- Must be a CPA(K) finalist; degree in accounting/ finance will be an advantage
- Minimum 3 (three) years' relevant work experience preferably in a hospital setting.
- Computer proficiency in MS Office and financial software.
- The ability to analyse, interpret and comment on policy rules and regulations.
- Excellent communication skills, teamwork and building partnerships.
- Confidentiality is critical.
- Certificate of Good Conduct.

How to Apply



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Saint Bridget Hospital

- Interested candidates are requested to fill and submit the online application form on; www.stbridgethospital.co.ke/careers
- Ensure to upload all your certificates and CV.
- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.
- Only shortlisted candidates will be contacted