



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:
ACCOUNTING CLERK - Payroll Department
Temporary (One (1) Year)

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Manager for the Section, the Accounting Clerk has responsibility to:

- Support their Supervisor by freely and readily providing advice, cooperation and information.
- Assist their Supervisor in ensuring company policies and procedures are respected.
- Perform duties in accordance with accounting policies and procedures manual.

SPECIFIC KNOWLEDGE REQUIRED:

- Ability to use accounting and spreadsheet software applications would be an asset.
- Good time management skills
- Proven organisation and planning skills
- High level of accuracy and attention to details
- Reliability and honesty
- Good written and oral communication skills

QUALIFICATIONS & EXPERIENCE:

- AAT Level 2/ CAT Level 2/ three (3) CAPE Level II subjects including Accounts
- Bachelor Degree in accounting or related field an asset
- Experience in a computerized accounting environment an asset
- Any equivalent combination of education and experience

Applicants are invited to submit their application no later than **Friday, June 3, 2022** to:

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers,
25 Dominica Drive
Kingston 5

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/19/view>

NB. We appreciate all responses, but only short listed candidates will be contacted.