



CAREER OPPORTUNITY

**Applications are invited from suitably qualified persons to fill the post of:
SENIOR ACCOUNTING CLERK – Finance Department**

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Finance Manager, the Senior Accounting Clerk - General Payables is expected to:

- Monitor and ensure timely and accurate payment to suppliers according to the Division's policy documents and GOJ & IFRS guidelines.
- Assist in the updating and monitoring of accounting records to provide information for the preparation of monthly financial statements.
- Ensure the monthly reconciliation of suppliers and sub-ledger – general ledger accounts.
- Assist the Accountant by performing any other duties required for the smooth functioning of the unit and the meeting of critical deadlines.

CORE DUTIES & RESPONSIBILITIES:

- Check and post all General Payables suppliers' invoice batches, ensuring that all entries are accurate and supported by a physical invoice.
- Reconcile the Accounts Payable Sub-ledger with the Accounts Payable General Ledger each month and forward for review.
- Reconcile trade suppliers' reconciliation and forward to Accountant for checking and signature.
- Prepare and enter journals monthly and forward to Accountant for checking and signature.
- Prepare assigned audit schedules monthly.
- Supervise general payables Accounting Clerks.

SPECIFIC KNOWLEDGE REQUIRED:

- Good time management skills.
- Knowledge of accounting principles and practices.
- Good written and oral communication skills.
- Proven organization and planning skills
- Proficiency in accounting software and Microsoft Office applications, particularly Excel.

QUALIFICATIONS & EXPERIENCE:

- ACCA Level I/AAT Level 3/ CAT Level 3 or enrolled in 3rd year of Bachelor Degree in accounting or related discipline
- At least two (2) years working experience in an accounting environment
- Experience in Pharmaceutical Warehousing and Distribution would be an asset
- Any equivalent combination of education and experience

Applicants are invited to submit their application no later than **Tuesday, July 2, 2024 to:**

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

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/50/view>

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