



JOB DESCRIPTION

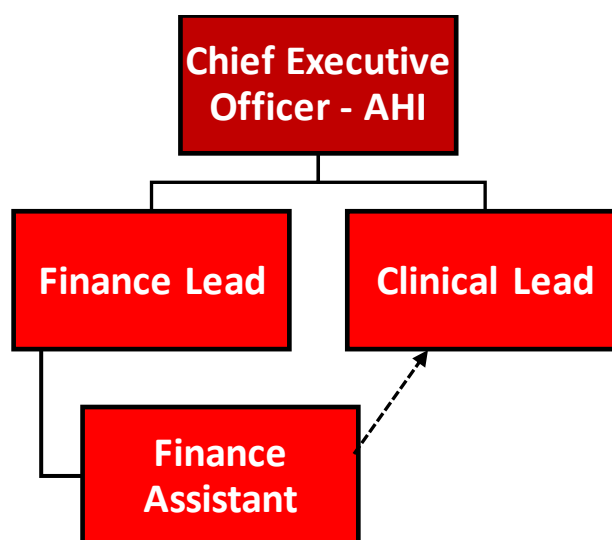
1	IDENTIFICATION	
1.1	Job title	Finance Assistant - Clinic
1.3	Entity	Amref Health Innovations
1.4	Unit	Finance and Administration
1.5	Physical Location	Amref Medical Centre, Lang'ata road next to Wilson Airport, Nairobi

MAIN PURPOSE OF JOB

The incumbent will provide financial support to the Amref Medical Centre (AMC) in line with set policies, procedures and regulations. It involves credit control (Collection & Billing) and administration of general financial and business operations of the AMC.

REPORTING RELATIONSHIPS

The position reports directly to the Finance Lead at Amref Health Innovations (AHI)



5 PRINCIPAL RESPONSIBILITIES

Key Area	Activity	Extent of discretion
Receivables Management (Credit control)	<ul style="list-style-type: none"> • Contacting individuals, corporates and insurance customers for payment within agreed time lines in a professional manner. • Respond promptly to both client and internal enquiries • Handle disputed bills/claims and negotiate to bring payment within the agreed terms • Manage the relationships with external suppliers, such as credit rating agencies and debt collection agencies, by monitoring and maintaining agreed service level agreements 	As per AHA Credit Control policy & supervisor

Key Area	Activity	Extent of discretion
	<ul style="list-style-type: none"> • Maintain proper customer records and database creation by updating all receivable invoices and any other receivable documents for record keeping • Ensure corporate clients and insurance companies have up to date contracts and pricelists • Perform customer account reconciliations on a weekly basis • Provide collection action plans for debts over 30 days (escalate problem collections to supervisor as appropriate) • Accurately create customer accounts within the ERPs with appropriate terms of credit • Bill customers and share via email within 24 hours of being registered / received in the ERP • Preparation of physical invoices, ready for dispatch within 24 hours and follow up customers every week 	
Stock Management (Finance)	<ul style="list-style-type: none"> • Receive purchases with relevant AMC staff, record purchases and maintain an accurate updated stock database in the ERP • Track stock movements and levels with AMC staff to streamline requisitions, and maintain the minimum order quantities for reorder • Perform random and scheduled physical counts of inventory, and reconcile actual stock count to computer-generated reports 	As per Finance Lead
Treasury Duties	<ul style="list-style-type: none"> • Processing of receipts on ERP on a daily basis • Online allocation of invoices against receipts within 24hrs • Perform daily reconciliations of the AMC Cash Control Accounts, i.e. cash, mpesa, credit card • Ensure cash & cheques collections are banked daily as per policy • Assist in aligning the bank reconciliations with AHA treasury on a monthly basis • Ensure reconciling items are resolved promptly as per policy 	As per Finance Lead
Office management	<ul style="list-style-type: none"> • Assist in promptly raising and processing invoices, claims, surrenders and other documents within the ERP • Manage and account for AMC's office petty cash regularly • Plan, organize and manage own workload to ensure your contribution to the company's financial reporting process is achieved in a timely and accurate manner • Contribute to unit goals by accomplishing other related duties as required 	Self

6 Knowledge Required - Training, Knowledge and Experience

6.1 Education & Experience

- Bachelor's Degree in Commerce (Accounting/Finance Option)

- Minimum CPA Part 2 Section IV or its equivalent

6.1 Experience

- Minimum 3 years' work experience in a hospital / clinical setting is required.
- Sound ICT knowledge especially in the MS Office Suite and accounting packages.
- Experience in Credit Control management will be an added advantage.
- Have a high level of integrity, confidentiality, honesty and the ability to work under minimal supervision.
- Excellent communication skills and team playing ability

6.2 Skills

- Strong financial and accounting skills (working capital management, stock management, reconciliations, invoicing etc.)
- Proficient in ICT skills and with accounting packages
- Excellent communication skills – both verbal and written
- Good interpersonal skills
- Customer experience

6.3 Competencies

- High level of integrity and honesty
- Attention to details
- Teamwork
- Commercial awareness & entrepreneurship mind set
- Ability to work independently and take full accountability

How to apply

Interested, please visit our website www.amref.org on how to make your application. You will be directed to our online portal where you will need to create an account successfully in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application.

Deadline for submission: 19th July 2021. Please note that only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy