



C.O.U Bwindi Community Hospital

"Giving life in all its fullness"

www.BwindiHospital.com

Date: 21/03/2018

Our Ref: BCH/JA/03/2018

Your Ref:

JOB ADVERT

C.O U Bwindi Community Hospital seeks to hire a suitable candidate for the position of **Accounts Assistant (1)** .

Duties/responsibilities.

- Receipting and ensuring safe custody of all payments into the hospital.
- Ensuring that all payments are timely and accurately made.
- Administer petty cash; write vouchers, ensure valid authorization and follow up accountability
- Filling monthly debtors/creditors, insurance claims, and able patients reports by the 10th of next month.
- Data entry into system limited to a backlog of 2 days.
- Follow up and ensuring timeliness of creditors/suppliers payments
- Neat and systematic filling of documents and record keeping
- Accurate billing of patients
- Provide sufficient customer care in line with organizational conduct.

Qualifications and other desirables for the job:

- First or Second class upper Diploma in Accounting and Finance or Business administration (accounting option).
- Strong analytical skills
- Ability to speak local language (Rukiga) is a **MUST**.
- Good communication, interpersonal skills and networking skills.
- Integrity and ability to develop a productive working relationship with other team members and clients.
- Good computer skills and ability to adhere to hospital core values.

How to Apply:

Typed letters of application together with current CV plus copies of academic certificates should be delivered to;

The Human Resource Manager, Bwindi Community Hospital.P.O Box 58 ,Kanungu

E-mail to: hrbwindihospital@gmail.com

Deadline: 28th March, 2018 on or before 5:00 PM.

This advert can also be found on the BCH website www.bwindihospital.com

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.

