



ADMINISTRATION/FINANCE CLERK (C2)

Applications are invited from suitably qualified and experienced candidates for the above position which is based in Victoria Falls under Parksmed Medical Centre. The incumbent will be reporting to the Medical Doctor – General Practitioner.

Duties (Responsibilities)

1. Accounting

- Receipting, recording and banking
- Making payments
- Maintains creditors and debtor control accounts
- Prepare financial reports and budgets for the Medical Centre

2. Reception

- Welcome and assist patients as they visit the Medical Centre
- Direct patients and visitors to the appropriate office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material
- Receive, sort and distribute daily mail/deliveries
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying etc

3. Administration

- Maintains the Asset register,
- Updates assets inventory lists,
- Compiles assets returns,
- Receives reports on faulty issues like communication system -telephone or internet, all electrical, plumbing, water reticulation, safes, door locks etc.
- Ensure that license and lease agreements are up to date.

Qualifications and experience

- 5 O' levels including English and Mathematics/ Accounts
- Degree in Accountancy
- Outstanding knowledge of MS Office and any Patient Management System
- Excellent communication skills with a customer-oriented approach

Interested candidates should submit their written applications together with detailed CVs to:

**The Human Resources Officer
Parksmmed Health Fund
P.O box CY 140
Causeway
Harare
Email: vacancy@parksmmed.co.zw**

Or hand deliver to Head Office's Parksmmed Section on or before the 18th of October 2021.