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Opportunity

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INTERNAL VACANCY ADVERT

An opportunity has arisen for the Credit Controller position at Sidilega Private Hospital and invites suitably qualified personnel to submit their applications:

CREDIT CONTROLLER

MAIN PURPOSE OF THE JOB

To ensure timeous collection of debts from funders and patients for the hospital to remain financially viable. To ensure adherence to established controls and policies. Reconcile records and aid reporting for decision making.

CRITICAL OUTPUT/ KEY PERFORMANCE AREAS

- Collection of debt in accordance with Hospital targets using sound credit control principles and procedures.
- Maintain sound working relationships with patients and medical aids through continuous contact, visits and prompt response to queries.
- Contribute to the hospital debtors' days target by maintaining collection targets.
- Minimize bad debts through adherence to credit control protocol and handover procedures.
- Contribute to the hospital debtors' days target by maintaining collection targets.
- Tenaciously manage co-payment shortfalls to maximize cash flow and minimize funder rejections.

COMPITENCY SKILLS

- Problem-solving, analysis and judgment
- Ethical behavior & Attention to detail
- Good Interpersonal relationships
- People management skills
- Verbal & written communication skills
- Customer responsiveness & Organizational awareness

REQUIREMENTS

- AAT or Diploma in Accounting and Business Studies with a minimum of 3 years' experience in a credit control environment preferably in a Private healthcare industry.
- Must be computer literate in Microsoft excel specifically.
- Analytical and good communication skills are essential together with teamwork spirit and customer focus.
- Calm, firm, organized and confident to handle potentially uncomfortable conversations with clients.
- Attention to detail supported by strong analytical skills and good numeracy.

Interested candidates who meet the requirements are invited to apply by forwarding a comprehensive CV, application letter and certificates, addressed to The Human Resources Manager, Private Bag BR 183 Gaborone;

Email: recruitment@sidilegaprivatehospital.co.bw
For any enquiries please contact HR: +267 3709564/5
Closing date: 30/07/2022

NB: Only shortlisted candidates will be contacted