

<b>Job Title</b>	Financial Controller
<b>Division</b>	Hospital
<b>Location</b>	Johannesburg Surgical Hospital
<b>Reporting Structure</b>	Group Financial and Administrative Manager

### Job Summary

The Financial Controller will play a pivotal role in the operational functioning of the entire revenue cycle within the hospital, focusing on patient services. This role ensures that billing, collections, cash flow, age analysis, and financial reporting are managed effectively to maximize revenue, identify trends, and implement corrective measures. The incumbent will also be responsible for analyzing financial data to support decision-making and ensure the hospital's financial health. A strong focus on accountability is required, including effective people management and ensuring monies owed to JSH are collected efficiently.

### Requirements

- Strong analytical and problem-solving skills.
- Proficiency in financial systems and tools for reporting and analysis.
- Excellent communication and interpersonal skills to engage with diverse stakeholders.
- High accountability for achieving financial targets and people management outcomes.
- Detail-oriented with the ability to identify trends and implement solutions.
- High level of integrity and commitment to upholding financial controls.

### **Qualifications**

- Bachelor of Commerce (B.Com) degree in Accounting, Finance, or a related field

### **Experience**

- Minimum of 5 years of experience in debtors' collections, with a proven track record of managing complex revenue cycles.
- Prior experience within a hospital setting is non-negotiable.
- Experience in an NHN hospital or independent hospital (not a group hospital) is highly preferred.

### **Responsibilities**

#### **Revenue Cycle Management**

- Oversee the entire revenue cycle, ensuring accurate and timely billing and collections for patient services.
- Monitor and manage debtors' collections, maintaining an age analysis that meets hospital benchmarks.
- Develop and implement strategies to improve collection rates and reduce outstanding balances.
- Hold direct accountability for ensuring monies owed to JSH are collected within agreed timelines.

#### **Financial Analysis and Reporting**

- Analyze financial data to identify trends, anomalies, and opportunities for revenue optimization.
- Prepare and present comprehensive financial reports, including cash flow statements, age analyses, and revenue forecasts.

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- Collaborate with the finance team to provide actionable insights for operational improvements.

### **Billing and Data Accuracy**

- Ensure the accuracy and integrity of billing processes and data.
- Conduct regular reviews to identify and rectify discrepancies in billing and collections.
- Implement robust internal controls to safeguard hospital revenue.

### **Cash Flow Management**

- Monitor cash flow to ensure the hospital maintains adequate liquidity.
- Work closely with the finance team to forecast and manage cash flow requirements.

### **People Management**

- Lead, mentor, and manage the billing and collections team to achieve departmental goals.
- Set clear performance expectations and hold team members accountable for achieving targets.
- Provide training and development opportunities to ensure the team's skills align with hospital requirements.
- Address performance issues promptly to maintain a high-performing team.

### **Stakeholder Collaboration**

- Liaise with internal stakeholders, including the patient services department, to ensure seamless revenue cycle processes.
- Engage with external stakeholders, such as insurers and auditors, to resolve billing and collection issues.

### **Compliance and Best Practices**

- Ensure compliance with financial regulations, hospital policies, and industry standards.

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- Stay updated with best practices in credit management and financial controls within the healthcare sector.

### Key Relationships

- **Internal:** Group Financial and Administrative Manager, Patient Services Department, Finance Team, Billing Team.
- **External:** Insurers, Auditors, NHN representatives.

### Performance Indicators:

- Timeliness and accuracy of billing and collections.
- Reduction in outstanding debt and improvement in age analysis metrics.
- Quality and timeliness of financial reports.
- Effective cash flow management to support hospital operations.
- High-performing billing and collections team achieving set targets.
- Compliance with financial regulations and internal policies.

### Working Conditions:

- Office-based role within the hospital premises.
- Occasional extended hours to meet financial reporting deadlines or resolve urgent issues.



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**Johannesburg Surgical Hospital is an equal opportunity employer.**

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [chiara.els@jsh.co.za](mailto:chiara.els@jsh.co.za)

**Please Note:**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.