



INTERNAL/EXTERNAL VACANCY

BOOKKEEPER

Kwadukuza Private Hospital has a vacancy for Bookkeeper, reporting to the Finance Department. The primary responsibility of the Bookkeeper is to provide clerical and accounting assistance to the accounts department, encompassing the reviewing and maintaining accounting records, review and reconciliation of account statements, investigation of discrepancies and generating financial reports, asset control and providing general assistance to the accountant and Finance Manager as needed.

Minimum Qualifications and Experience

- Grade 12 (Matric)
- Diploma/Degree in Financial Management or Equivalent
- Computer literate
- 3 years' experience working as a Bookkeeper
- 3 years' experience working in accounts department, preferably in a private healthcare.

The successful Candidate will have the following responsibilities:

1. Asset Control
2. Financial Management
3. Reconciliations
4. Reporting
5. Management Account Reporting
6. Continuing Quality Improvement (CQI Continuous Quality Improvement (CQI))

Knowledge, Skills and Abilities Required

- Ability to develop a sound working relationship with internal and external customers.
- Accounting experience
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, and SAGE accounting software
- Knowledge of Proclin system
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks.
- Ability to work under pressure.
- Excellent interpersonal skills and ability to engage various stakeholders and must be able to deliver exceptional customer service.

Application Submission

A comprehensive CV, together with proof qualifications and professional registration, should be forwarded via email to careers@kdph.co.za by not later than **17th October 2025**.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. If you have not been contacted within two weeks of the closing date of the advertisement, please accept that your application has been unsuccessful.