



NORTH-EAST REGIONAL HEALTH AUTHORITY

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health and Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Port Maria Hospital**:

CASHIER (FMG/CS 2)

Summary:

Reporting to the Parish Accountant, the successful candidate must possess:

Qualifications & Experience:

- Minimum four (4) CXC/GCE O 'Level subjects inclusive of Mathematics or Accounts
- Post-secondary Certificate in Accounting and In-Service training courses in Government Accounting are assets
- Minimum of one (1) year experience in general accounting.

Specific Knowledge Required:

- Effective oral and written communication skills.
- Ability to analyze and interpret financial and accounting reports.
- Good management and interpersonal skills.

Key responsibilities will include but not limited:

- Preparing and issuing an official receipt to patients for the exact amount of cash collected.
- Recording all exemptions, under programmes such as, Programme for Advancement through Health (PATH), Jamaica Drug for the Elderly Programme (JADEP), National Health Fund (NHF) and NI Gold, and balance the appropriate books.
- Correctly complete insurance claim forms as requested by patients.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 735,001 – 873,685 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be submitted no later than **Friday, 2022 October 07 to:**

The Director,
Human Resource Management & Development North-East
Regional Health Authority

34-38 Ocean Village Shopping Centre, Ocho Rios St. Ann

E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747

WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.