



MINISTRY OF
**HEALTH &
WELLNESS**



NORTH-EAST REGIONAL HEALTH AUTHORITY CASHIER (FMG/CS 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications from suitably qualified persons to fill the position of **Cashier (FMG/CS 2)** at the **Annotto Bay Hospital**.

Summary:

Reporting to the **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: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Tuesday, 2024 December 31** 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 SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.