



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	JOINT MEDICAL HOLDINGS - GROUP
JOB TITLE:	CHIEF FINANCIAL OFFICER

PURPOSE OF POSITION

The Chief Financial Officer (CFO) is a key contributor to the JMH Group Executive and is responsible for the overall executive responsibility for the financial management, control, financial strategy and management of financial records.

KEY PERFORMANCE AREAS

- Maximise the level of profits received from the JMH Group clients and other entities, maximise the shareholders return on investment while minimising the risk of losses and maintaining appropriate management cash flow.
- Develop, continuously improve and implement an integrated Finance, Risk Management and Business System, recommending appropriate policies and procedures to the CEO.
- Maintain all appropriate financial, risk management and business records, ensuring information is accurate, easily accessible and of a high standard. This includes the timely submission and authorisation of all statutory and/or mandatory reports required by relevant legislation, or as requested by the CEO or Board of Directors.
- Maintain risk processes ensuring prompt notification of serious risk to the CEO.
- In conjunction with the CEO, COO and Group Heads, formulate an annual operational business and finance plan, outlining accompanying strategies that maximise resources in support of planned directions, this extends to assisting Hospital Managers with annual departmental budget planning.
- In conjunction with the CEO, maintain non-clinical contracts and ensure the procurement policy and relevant legislation are complied with in regard to the purchase and supply of goods, services and equipment.
- Undertake annual performance reviews of subordinate HOD's and senior staff ensuring key performance indicators and professional development plans meet organisational, departmental and individual requirements.
- Assist HODs in receiving relevant education and expertise to understand and achieve their financial accountabilities for budgeted expenditure and ensure that revenue-raising opportunities are maximised. Ensure Group Heads and HODs are educated to recognise such opportunities.
- This includes overseeing the development, implementation, monitoring and evaluation of Finance Department business plans and budgets.
- Oversee the implementation, monitoring, review, evaluation, and updating of the IT Strategic Plan. This extends to providing detailed costing's of IT strategies to ensure short and long terms strategies fall within budget parameters.
- Ensure all Information Technology infrastructure and software systems are maintained to meet the JMH Group needs.
- Provide positive leadership to the Finance and relevant reporting departments.

- Encourage a culture within Finance and relevant departments that corresponds with a unified organisation wide approach to continuous quality improvement focused on the delivery of quality services that are aligned with improved outcomes for patients, clients and staff.
- Participate in and contribute to the leadership of the JMH Group
- Undertake special projects (as allocated by the CEO) to ensure the organisation's strategic and operational goals are achieved
- Represent the JMH Group on internal and external committees and working parties as required.
- Be responsible for providing assistance in benchmarking of significant business activities and/or non-core activities of the JMH Group.
- Other such duties which are within the limits of the incumbent's skill, competence and training and are consistent with this position description Develop and implement a Strategic Financial Plan for the JMH Group.
- Prepare financial reports and commentary for monthly board meetings by the 7th working day of the month.
- Prepare financial/statistical reports/dashboards for leadership team meeting.
- Coordinate the preparation of documentation for, and attend the Finance, Audit and Risk Committee meetings.
- Responsible for the role of Chief Procurement Officer and ensuring health service compliance within relevant JMH Group guidelines and government legislation. .
- Coordinate annual capital budget and capital plan for the JMH Group. Liaise with and report to the CEO with regards to clinical costing data and improve efficiency and create cost savings.
- Cost proposed business cases across the JMH Group.
- Prepare monthly Board reports, including actual results, variations from budget; full year forecast results and KPI results.
- Review all internal reporting systems to ensure that these reflect the needs of the Board of Directors, CEO and stakeholders.
- Assist in the preparation, verification and dispatch of all internal and external financial statistics and reports, and that deadlines, details and accuracy are not compromised.
- Assist in the preparation of the Annual Report of operations in accordance with the requirements of the Department of Health. Prepare monthly and annual financial statements and liaise with external and internal auditors in relation to financial matters and responses to report recommendations.
- Ensure the monthly reconciliation of all Balance Sheet Accounts for the JMH Group.
- Prepare and analyse business performance / results, providing feedback to the CEO.
- Ensure that revenue reported is accurate, allocated correctly, and corrective action is taken where inconsistencies arise.
- Proactively manage funding sources to assist in the planning of service contraction and expansion when required.
- Ensure monthly accruals are accurately calculated.
- Ensure that debtors are monitored and collections are obtained within timeframes.
- Assist with developing the business cash flow adequately supports work activities and produces optimal results.
- Ensure approved capital expenditure budgets are adhered to at all times.
- Ensure any variations to budgets and forecasts are included in Management reports, including any future/potential exposures to the organisation.
- Review financial and statistical information for internal and external proposals, projects etc.

- Ensure all assets are monitored and accurately accounted for.
- Ensure the fixed assets register is managed and maintained.
- Ensure compliance with all relevant legislation
- Ensure compliance with all taxation requirements, associated lodgement of relevant returns within required timeframes.
- Ensure that the JMH Group accounting systems comply with South African Accounting Standards and are relevant to the Healthcare sector requirements
- Ensure effective management of debtors and creditors accounts.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS
(Educational Qualifications & Experience)

- Bachelor Degree, professional qualification or equivalent in Accounting or Commerce.
- Fully qualified CA or CPA from an accredited College or University preferable
- Relevant Masters Degree in Finance or MBA preferable
- Detailed knowledge and understanding of current financial issues impacting the Healthcare sector.
- Good understanding of the Healthcare sector standards in order to monitor governance arrangements.
- Ability to control the cash flow position throughout the company, understand the sources and uses of cash, and maintain the integrity of funds, securities and other valuable documents
- Understand all of the company's liabilities. A company has many legal contracts, statutory & tax obligations, hidden liabilities in the form of contingencies, leases, or insurance summaries, and expectations from loan contracts and/or the Board of Directors.
- Understand the company business model for generating customer value and translate the operational metrics into measures for performance.
- Ability to establish and execute programs for the provision of capital required by the company, including negotiating the procurement of debt and equity capital and maintaining the required financial arrangements.
- Ability to analyse company shareholder relations policies, procedures, and information programs, including the annual and interim reports to shareholders and the Board of Directors, as well as recommends to the CEO new or revised policies, procedures, or programs when needed.
- Ability to manage the budget process, collecting the inputs, and comparing the company's actual performance with estimates (the budget).
- Good understanding of working approaches which improve quality whilst also enabling cost improvements to be achieved
- Excellent leadership skills
- Good communications with the ability to influence at all levels
- Excellent analytical skills
- Team Player
- Highly strategic

<p align="center">SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Must have excellent telephone skills. • Must possess excellent inter-personal skill
<p align="center">BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
<p align="center">JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p align="center">CV's together with supporting documents should be submitted to: recruitment@jmh.co.za</p>	
	<p align="center">NB: Only short-listed candidates will be contacted.</p> <p align="center">Closing date for applications is 12 January 2021.</p> <p align="center">Yours faithfully Jenny Bux Group HR Manager</p>