



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

CREDIT OFFICER

REF: TNH/HHR/CO/02/2026

The overall purpose of the role is to collect debts and carry out periodic reconciliations of debtor (individual/corporate schemes) accounts to ensure timely debt collection in line with the Hospital's credit policy.

ROLES AND RESPONSIBILITIES

- a) Prepare and dispatch monthly account statements to ensure clients maintain updated knowledge of their debt status.
- b) Monitor corporate credit limits and insurance company interim bills; escalate accounts exceeding limits and track timely bill settlement.
- c) Collect debts from clients to meet established targets.
- d) Schedule and conduct client meetings as required.
- e) Prepare periodic reports as required.
- f) Receive client remittances, submit them to treasury, and update debt records accordingly.
- g) Prepare, dispatch, and maintain records of statement letters and suspension notices according to established guidelines.
- h) Address client inquiries regarding bank guarantees and contracts in collaboration with the corporate schemes department.
- i) Conduct monthly account reconciliations to ensure accuracy and current record-keeping.
- j) Respond to internal and external audit queries in a timely manner.
- k) Prepare periodic write-off schedules for management approval.
- l) Prepare and dispatch client invoices as required.
- m) Identify clients qualifying for rewards and communicate recommendations to the marketing team.
- n) Execute other responsibilities assigned by the supervisor as needed.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, Finance or any other business-related field from a recognized institution.
- Partial accounting qualification i.e. CPA Part II or ACCA 2.
- Minimum of 3 years' experience in credit control/credit management

CORE COMPETENCIES

- Excellent understanding of International Financial Reporting Standards (IFRS)
- Excellent grasp of Financial and Management Accounting; Taxation and relevant legislation.
- Knowledge of accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Preparation of Financial Statements.
- Knowledge of regulatory requirements and regulations related to the health care sector.
- Sound knowledge of macroeconomic and microeconomic environment.
- Working knowledge of financial information management systems
- Demonstrated ability to engage and influence senior level leaders regarding key business priorities, issues and initiatives.
- Communication skills including presentation and facilitation skills
- Analytical skills
- Integrity
- Ability to work under minimal supervision.
- Problem solving skills.
- Ability to work under pressure
- Accountability

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **9th March, 2026**. We shall **ONLY** accept **ONLINE** applications.

We appreciate all applications received. While we may not be able to provide individual feedback to all applicants due to the high number of applications received, please know that we value your interest and the time you invested in engaging with us. Only shortlisted candidates will be contacted at each stage of the recruitment process. If you do not hear from us after completion of the interviews, kindly consider your application unsuccessful.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

Ag. Head of Human Resources

The Nairobi Hospital

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NAIROBI

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