



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading healthcare institution in Eastern Africa has an excellent career opportunity for an individual who possess 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/HRD/CO/02/2025

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

ROLES AND RESPONSIBILITIES

- a) Prepare and dispatch monthly statements of accounts to clients to ensure clients are up to date with their debt status;
- b) Monitor credit limits for corporate clients and interim bills for insurance companies to ensure timely action on accounts that exceed the credit limits and timely settlement of bills;
- c) Collect debts from clients in line with set targets;
- d) Schedule and attend meetings with clients in line with requirement;
- e) Prepare periodic reports in line with requirements;
- f) Receive and submit remittances from clients to treasury and ensure payments are allocated for in the debt records;
- g) Prepare dispatch and maintain a record of statement expectation letters and notice of suspicion in line with the set guidelines;
- h) Attend to client queries regarding banks guarantee and contracts in liaison with corporate schemes department;
- i) Conduct monthly reconciliations on clients account portfolio to ensure accurate and up to date records;
- j) Respond to internal and external audit queries in line with requirements;

- k) Prepare periodic write off schedules for approval by management;
- l) Prepare and dispatch client invoices in line with requirement;
- m) Identify and communicate clients that deserve rewards to marketing team for the necessary action; and
- n) Any other responsibilities assigned to the job holder by the supervisor from time to time.

Occasional duties:

The job holder may be called upon to:

- a) Chair weekly departmental meetings and take minutes on a rotational basis.

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.

If your background, experience, and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number and full contact details of 3 referees, to reach the undersigned no later than **7TH MARCH 2025**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

The Nairobi Hospital does NOT charge recruitment fees.

Ag. Head of Human Resources
The Nairobi Hospital
P. O. Box 30026 – 00100
NAIROBI
Email: recruitment@nbihosp.org