



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 (2019-2024).

FRONT OFFICE ASSISTANT

REF: TNH/DHR/FOA/2024

The overall purpose of this job is to register and bill patients in order to facilitate the patients to access medical attention in the hospital in line with established procured and the Hospital's objectives.

ROLES AND RESPONSIBILITIES

- a) Receive, confirm and register patients (corporate, individuals, Insurance schemes) in the system accurately;
- b) Bill patients for the medical services to be provided by the hospital using different payment modes including physical cash, credit cards, Mpesa, and cheques;
- c) Scan patients' documents to the relevant insurance providers and make follow up calls to facilitate approval of payments for medical bills;
- d) Advise patients on the approval status of their medical bills in order for the patients to access the service in the hospital;
- e) Assist patients with directions on the location of the medical services within the hospital;
- f) Book appointments for patients for subsequent visits to the hospital and inform the patients accordingly;
- g) Bank cash and cheques collected on a daily basis and submit the receipts to the senior cashier;
- h) Prepare and submit daily payments summary reports to the senior cashier in a timely manner;
- i) Receive and submit all medical invoices to the assistant accountant for dispatch; and
- j) Any other responsibility assigned to the job holder by the supervisor from time to time;

EDUCATION AND EXPERIENCE

- Diploma in Business Administration, Economics, Finance or other business related fields from a recognized institution.
- Partial accounting qualification i.e. CPA Part II or ACCA 2.
- Minimum of 3 years of relevant experience with 1 year at supervisory level.

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
- Communication skills including presentation and facilitation skills
- Supervisory skills
- Analytical skills
- Integrity
- Ability to work under minimal supervision;
- Problem solving skills;
- Communication skills;
- Ability to work under pressure
- Accountability

If your background, experience and competence match the above specifications, please send 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 **20th October 2024**. **ONLY SHORTLISTED CANDIDATES** will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that **The Nairobi Hospital does not charge any fees** from applicants at any stage, nor has it engaged a third party to facilitate this hire.

All communications to successful candidates will be done using official contacts as listed on our website.

Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 - 00100

NAIROBI

Email: recruitment@nbihosp.org