



DODOMA CHRISTIAN MEDICAL CENTER TRUST

JOB VACANCY

The mission of DCMC Trust to deliver sustainable community-based, specialized, and super-specialized healthcare for all through accessible and compassionate healthcare, guided by the love of Jesus Christ.

DCMC Hospital is a Christian Health Ministry owned by the Registered Trustees of Dodoma Christian Medical Center Trust (DCMCT) located at Imagi Hill, Ntyuka Dodoma. Since its establishment, it has served thousands of patients as a multispecialty hospital offering quality health care for the people of central Tanzania and beyond in collaboration with other stakeholders and in line with Government policies.

DCMC Trust is an equal opportunity employer offering a stable, professional working environment with competitive remuneration and benefits. DCMC Hospital invites qualified persons to fill the following positions:

1. ACCOUNTANT

Job Reference Number: DCMC – HQ – 0100

Duty Station: Ntyuka, Dodoma

Reports to: Chief Finance Officer

Job Summary:

Reporting to the Chief Finance Officer, the Accountant is responsible for accounts payable, accounts receivable, fixed assets and general accounting. He/she will be responsible for supporting the Chief Finance Officer in ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions as well as responsible for obtaining and processing financial data for use in maintaining accounting records

Education and Qualifications

- Minimum of a bachelor's degree in Accounting or Finance from a recognized institution and holder of CPA.
- Minimum of 2 years experience - Proven work (2) years experience as a financial accountant in the related field is a plus
- Strong commercial and business acumen
- Computer Literate – Strong Excel skills and the ability to use MS Office suite.
- Ability to perform data and statistical analysis to spot trends and anomalies
- Good team skills and ability to self-manage

Duties and Responsibilities

- To prepare and analyze the hospital's financial statements, including balance sheets, income statements, and cash flow statements, to ensure accuracy and compliance with accounting standards.
- To help the Chief Finance Officer manage the hospital's budgeting process, including the development, monitoring, and adjustment of departmental budgets in collaboration with department heads.

- To oversee the processing of payroll for hospital staff, ensuring timely and accurate compensation in accordance with employment contracts and regulations.
- To implement and maintain internal controls to safeguard the hospital's financial assets and ensure the integrity of its financial data.
- To assist the Chief Finance Officer to Coordinate with external auditors during annual audits, providing all necessary financial records and explanations to facilitate the audit process.
- To assist the Chief Finance Officer to Administer the hospital's accounts payable and receivable, ensuring timely billing of services, collection of revenues, and payment of obligations.
- To Evaluate and manage financial risks related to hospital operations, including insurance coverage and investment strategies.
- To assist in overseeing of the financial aspects of contracts with suppliers, insurance companies, and other third parties, ensuring terms are favourable and complied with
- To analyse and interpret billing codes and insurance claims to secure accurate compensation for medical services.
- To comply and analyze financial data to ensure the fiscal health of the institution is accurately represented.
- To prepare reports detailing operational costs, revenue, and budget variances, offering insights for strategic decision-making and financial planning.
- To track and analyse the costs associated with medical services and supplies, accountants ensure financial accuracy and support strategic resource allocation.
- To identify areas for financial improvement, that contribute to the hospital's efficiency and sustainability.
- To oversee the entire patient care charge process, from registration to final payment.
- To analyse historical financial data and current trends to project future expenses and revenues to maintain financial stability and invest wisely in medical technologies and staff, ensuring efficient resource allocation.
- To ensure that financial practices and records comply with healthcare regulations, to protect the institution from legal and financial repercussions.
- To identify discrepancies and risk areas, maintaining the financial integrity of the hospital.
- To review, correct and address internal audit queries to make necessary recommendations to the Chief Finance Officer.
- To supervise junior Accounts Assistants and Cashiers
- To perform any other duties as assigned by the relevant authority from time to time.

2. CASHIER

Job Reference Number: DCMC – HQ – 0200

Duty Station: Ntyuka, Dodoma

Reports to: Accountant

JOB SUMMARY: Reporting to the Accountant, the Cashier, is responsible for receiving and processing cash payments and checking transactions using a cash register. Receiving payments and issuing receipts, keeping track of all cash and credit transactions, balancing the cash register, making changes and recording all transactions. S/he will be responsible for all

cash and cheque payments made to the Hospital and help patients/relatives with any special requests. The Cashier will also be responsible for preparing the daily collection reports and submitting them to the appropriate Authorities

Education and Qualifications

- Minimum of a Diploma in Accounting or Finance NABE III/ATEC II/NABOCE from a recognized institution.
- Minimum of 1 year's experience - Proven work (1) year's experience as a Cashier in a related field is a plus

Duties and Responsibilities

- To collect payments and issue receipts/invoices to internal and external clients.
- To verify every receipt/invoice issued against a valid prescription.
- To collect and keep change available at all times to carry out cash transactions.
- To Store cash, cheques, and vouchers securely as per the department guidelines.
- To carry out banking of collections promptly
- To file and store prescriptions sequentially and securely.
- To file and update all finance-related documents to maintain accurate records.
- To efficiently and effectively handle cash and credit payments, issue receipts, ensure invoices are duly signed.
- To receive and keep in proper custody all bills, invoice and other claims pending payments.

GENERAL CONDITIONS FOR ALL POSTS

- The details of the application are in the DCMC website: www.dcmct.or.tz
- Applicants must attach an up-to-date current **Curriculum Vitae (CV)** with a reliable contact postal address, email address, and reachable telephone numbers.
- Applicants should apply the strengths of the information given in this advertisement.
- The title of the position applied for should be written in the subject of the application letter/e-mail and marked on the envelope
- Applicants must attach their detailed relevant certified copies of Academic certificates/transcripts as follows:
 - Postgraduate Degree, First Degree/Advanced Diploma, Diploma/Certificates.
 - Form IV and Form VI National Examination Certificates.
 - Computer Certificates where applicable.
 - Professional Certificates/Licenses from respective boards where applicable.
 - One recent passport-size picture and copy of the birth certificate.
 - Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.

- Applicants should indicate three **reputable work-related referees** with their reliable contacts (Telephone numbers and e-mail addresses).

Only shortlisted candidates will be informed of the date of the interview

APPLICATION INSTRUCTIONS:

Application letters should be sent through e-mail: **jobs@dcmct.or.tz**, POSTED or HAND DELIVERED to the following address on or before 04.00 p.m. on **30 March 2024** (i.e., Deadline for receiving applications)

Director
Dodoma Christian Medical Center Trust
Imagi Hill, Ntyuka P O Box 658
Dodoma

Those using e-mail should submit their applications to **jobs@dcmct.or.tz**