

# Southern Regional Health Authority

**Compassion | Accountability | Respect | Efficiency**  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
Tel: (876) 625-0612-3 / 962-9491 / 962-8232  
Website: [www.srha.gov.jm](http://www.srha.gov.jm)

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**:

## **Cashier (FMG/CS 2) - 3 positions vacant**

**(Salary range \$1,796,613 - \$2,416,245 per annum plus any allowance (s) attached to the post)**

### **Job Summary**

The Cashier under the supervision of the Accountant, has the responsibility for the collection of fees and health insurance benefits from patients and for recording cash and completing the health insurance forms on a daily basis.

### **Qualification and Experience**

- Four (4) GCE O'Level subjects (Grades A-C), CSEC (Grades 1 - 3), SSC (Ranges 4 or 5) or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting and in-service training courses in Government Accounting and Voucher Preparation are assets.

### **Specific Knowledge, Skills and Competencies**

- Knowledge of the FAA Act
- Excellent Knowledge of Cashiering Principles and Practices
- Knowledge of the Standard Operating Procedures
- Knowledge of Health Insurance
- Knowledge of the Hospital Services offered
- Good Oral and Written communication skills
- Excellent Teamwork & Cooperation skills
- Excellent Customer Focus & Quality Focus skills
- Excellent Integrity & Ethics
- Emotionally Intelligent
- Knowledge of Information, Communication & Technology

### **Key Responsibilities will include:**

- Receiving relevant documents from medical personnel, and collecting the appropriate fees from patients.
- Checking with Medical Records Department to ascertain whether patients have outstanding balances and collecting the amount.
- Preparing and issues an official receipt to patients for the exact amount collected.
- Recording all exemptions, under programmes such as, Programme for Advancement Through Health (PATH), Jamaica Drug for the Elderly Programme (JADEP), National Health Fund (NHF) and NI Gold, and balancing the appropriate books.
- Completing insurance claim forms correctly as requested by patients.
- Preparing itemized bills for patients.
- Balancing cash receipts with cash collected and preparing the report on a daily basis, by entering the receipt numbers and the amount collected on the appropriate form. Cash collected must agree with the total on the summary report.
- Handing over cash collected at the end of each shift/day and summary report to designated officer and obtaining receipt for same.

- Receiving and maintaining appropriate records of cheques received from Regional/Parish Office, and disbursing to employees/suppliers.
- Ensuring that all cash that is not collected by the designated officer, receipt books and cheques are locked away in the vault at the end of each shift/day.
- Reporting to the designated officer when the limit of the amount of cash which you are allowed to have at your location, is reached/exceeded.
- Assisting with the preparation of daily/weekly/monthly reports.
- Remaining on duty until handing over procedures are completed.
- Working on designated shifts when required.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal office environment
- Excessive walking and standing on occasions

Applications along with resume should be sent **no later than September 18, 2026** to:

Senior Human Resource Officer  
Mandeville Regional Hospital  
32 Hargreaves Avenue  
Mandeville P.O., Manchester  
**FAX (876) 625-8493**  
*E-Mail - [jobsmrh@gmail.com](mailto:jobsmrh@gmail.com)*

**\*\*IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**

**PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING\*\***