



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 **PERCY JUNOR HOSPITAL**:

CASHIER- (FMG/CS 2 - BAND 4)

(salary range \$1,711,060 - \$2,301,186) per annum and any allowance (s) attached to the post)

Under the general supervision of the Accounting Technician, the incumbent is responsible for collection of fees and health insurance benefits from patients and for recording cash and completing the health insurance forms on a daily basis.

Qualifications:

- Four (4) *GCE/CSEC* 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 & Competencies:

- Knowledge of relevant aspects of the Financial Accounting and Audit (FAA) Act
- Knowledge of Cashiering Principles and Practices
- Knowledge of the Data Protection Act
- Knowledge of Hospital Services offered
- Working knowledge of Computer applications such as Microsoft Word, Excel & Power Point
- Excellent oral and written communication skills
- Good interpersonal and customer service skills
- Sound integrity, ethics in the performance of duties

Key responsibilities will include:

Technical/Professional/Administrative

- 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 issuing 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.

- Correctly completing insurance claim forms as requested by patients.
- Preparing itemized bills for patients.
- Balancing cash receipts with cash collected and preparing report on a daily basis, by entering the receipt numbers and the amount collected on the appropriate form. Cash collected must be in agreement with the total on the summary report.
- At the end of each shift/day, handing over cash collected and summary report to designated officer and obtaining receipt for same.
- Receiving and maintaining appropriate record of cheques received from Regional/Parish Office, and disbursed 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 as to the amount of cash which you are allowed to have at your location, is reached/exceeded.
- Assisting with the preparation of reports.
- Remaining on duty until handing over procedures are completed.
- Working on designated shifts when required.
- Performing any other duties that might be assigned by the Supervisor.

Applications along with resume should be sent no later than **Monday, September 21, 2026** to:

Human Resource Officer
Percy Junor Hospital
Spalding P.O.,
Manchester
E-Mail - percyjunorhospitaljobs@gmail.com

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

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

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.