



Appointment of the Finance Learnership

The South African Medical Association (SAMA) is a professional association for public and private sector medical practitioners, existing to serve the best interests and needs of its members in all healthcare-related matters. (SAMA is incorporated as a Non-Profit Company with Registration Number: 1927/000136/08).

Job Reference Number:	SAMA Finance Learnership
Job Title	Finance Learnership
Location:	Pretoria, Head Office
Reporting Lines:	Head of Unit: Finance
Contract Type:	Fixed-Term Contract- 12 Months
Remuneration	Stipend

Job Purpose:

Facilitation of all financial administration functions of the Association and ensure compliance with all financial and other statutory requirements governing SAMA's Finance Department. To ensure that all financial transactions are promptly identified, analyzed and recorded according to generally accepted accounting practices.

Main Responsibilities:

- Maintains and updates accounting records by performing duties such as verifying, allocating and posting transactions in cash book and the general ledger.
- Balances accounts by reconciling entries.
- Maintains bank account records; reconciles bank accounts.
- Responds to inquiries and requests regarding other bookkeeping duties of branches. Follows up to resolve errors and discrepancies in accordance with established procedures.
- Assists in the preparation for audit and the production of financial statements, budgets, and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics.
- Performs other related duties as required.

Job Requirements:

- Matric with Accounting and Mathematics
- Accounting Degree/Diploma/Certificate

Job related Skills

- Attention to detail
- Problem solving & analysis
- Communication skills (verbal & written)



- Computer Skills (Excel, & office)

Preference for this learnership will be given to an African disabled female.

To apply: Submit a detailed CV to careers@samedical.org quoting the job reference.

Validity period: 31 May 2024 to 06 June 2024

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.