

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

FINANCE INTERN

Reporting to the **FRONT OFFICE COORDINATOR**.

Purpose: Glorify God by ensuring proper accounting and collection of cash in assigned units.

Job Duties and Responsibilities

- Receive and receipt all funds paid to the hospital while accounting for all receipts to the Front office coordinator.
- Send and follow up with patient's pre-authorization with insurances while providing clear communication to the patient.
- Advice patients on matters billing.
- Ensure provision of quality service to customers.
- Perform patients financial clearance validating corporate patients and billing.

Applicants Qualifications, Experience, Competencies and Attributes

- Degree in Business Administration, Commerce or Economics and or
- CPA Intermediate level (CPA 2)
- Must have knowledge in use of MS Office packages.

How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>

Your application should be submitted no later than **Monday, October 14, 2024**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.