



# Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency  
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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 **May Pen Hospital**:

## **CASHIER (FMG/CS 2)**

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

### **Job Summary**

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

### **Qualifications & Experience:**

- Four (4) GCE/CXC subjects or City and Guilds Level 3 passes, including a numeric subject and English Language
- Certificate in Accounting from a post-secondary institution and in-service training course in Government Accounting and Voucher Preparation are assets

### **Required Knowledge, Skills and Competencies:**

- Ability to communicate effectively both orally and in written format.
- Good interpersonal relations skills
- Good customer service skills
- Sound integrity, ethics in performance of duties
- Ability to analyze and interpret financial reports
- Excellent use of Information, Communication & Technology
- Knowledge of the Performance Management Appraisal System
- Knowledge of MyHR+
- Knowledge of the Data Protection Act
- Good knowledge of Government of Jamaica (GOJ) and Ministry policies and procedures
- Knowledge of relevant aspects of the Financial Accounting and Audit Act

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

- Receives relevant documents from medical personnel, and collect the appropriate fees from patients according to policy in place.
- Checks with Medical Records Department to ascertain whether patients have outstanding balances and collect the amount.
- Prepares and issues an official receipt to patients for the exact amount collected.
- Records all exemptions, under programs such as, Programme for Advancement Through Health (PATH), Jamaica Drug for the Elderly Programme (JADEP), National Health Fund (NHF) and NI Gold, and balance the appropriate books.
- Correctly completes insurance claim forms as requested by patients.
- Prepares itemized bills for patients.
- Balances cash receipts with cash collected and prepare report on a daily basis, by entering the receipt numbers and the amount collected on the appropriate form.
- At the end of each shift/day, hands over cash collected and summary report to designated officer and obtain receipt for same.
- Receives and maintains appropriate record of cheques received from Regional/Parish Office, and disbursed to employees/suppliers.
- Ensures 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.

- Reports 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.
- Assists with the preparation of daily/weekly/monthly reports.
- Remains on duty until handing over procedures are completed.
- Works on designated shifts when required.

Applications along with resume should be sent no later than **Friday June 12, 2026** to:

Senior Human Resource Officer  
May Pen Hospital  
Muirhead Avenue, Clarendon, Jamaica  
**E-Mail – [jobs.mphr@gmail.com](mailto:jobs.mphr@gmail.com)**

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

***\*\*PLEASE INDICATE IN THE "SUBJECT LINE" THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING\*\****

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