

# Vacancy:

## CASHIER, BILLING & REGISTRATION CLERK (s)

Ref: 2023-04



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the leading provider of accessible specialized health services in Africa and serves as healthcare social enterprise and through development programmes in the community and the most vulnerable. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Its recently opened Maternity and Newborn Wing serves as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*For strengthening our Credit control team, we are looking for **Cashier, Billing & Registration Clerks***

### The role

As part of the billing & registration team, you provide excellent Registration/Cash/Billing services and ensure daily closure of the system as per financial guidelines including daily completion of claim form cycle and daily reporting on cash collection.

You provide excellent customer care to all visitors, whereby you use effective communication and polite language through telephone, email and general inquiries. All registration and bookings are according to protocols and update the patients' profile. You ensure confidentiality of patient health status.

Policies and procedures are followed in all tasks performed, including daily payments, refunds, claims, invoices and postings in the system. Accuracy and speed should be observed.

Work allocation will be done as per the need of the organization. Shift work will apply.

### The candidate

- Diploma in Accounting or Business Administration with a minimum of 2 years of experience
- NBAA – Tanzanian registration ( added advantage)
- Good basic computer knowledge & skill (excel, word, powerpoint, etc)
- Adequate knowledge in ERP system
- Conversant with SAP is an added advantage
- Training in customer care
- Excellent communication skills (English and Swahili)
- Good interpersonal Skills
- Flexibility and ability to multitask
- Eye for detail and result focused

If you are interested to please submit your curriculum vitae with 2 references and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: [recruitment.ccbrt@ccbrt.org](mailto:recruitment.ccbrt@ccbrt.org). Shortlisted candidates will undergo an interview as well as an additional assessment.

**Please indicate job reference number: 2023-04 | DEADLINE FOR APPLICATIONS: 15<sup>th</sup> March 2023**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)