

Kumi Hospital Chief Management Accountant - Job specifications

Kumi Hospital (KH) was established in 1929 by the Church Missionary Society and is now a Private Not-for-Profit (PNFP) institution and a member of the Uganda Protestant Medical Bureau (UPMB). The hospital is owned by the Church of Uganda.

Kumi Hospital has 300 beds, employs 6 doctors, 76 nurses, midwives & anaesthetists, and has four modern operating theatres. With the improvements in the government hospitals and health centres, Kumi Hospital has become a centre of excellence in the region for maternity, orthopaedics and eye care. Our future plans include also becoming a centre of excellence for paediatrics, tropical medical diseases and general medicine.

The village health representatives, the local health centres and the other local hospitals often refer their more serious patients to Kumi Hospital. We operate a community outreach service supporting the local health centres with specialist healthcare services. We have a large orthopaedic workshop and we are in the process of setting up an optical workshop to assemble glasses.

Kumi Hospital operates a policy of treating all patients irrelevant of their ability to pay and we specifically target the rural poor communities and the highly stigmatised and disabled persons.

Our range of operations is predominantly within a 30 km radius. There are around 270,000 people within this area living in small villages and rural communities. The only town is Kumi with 12,000 people. Our orthopaedic healthcare and workshop and our eye department serve a wider population, over 1 million people who live in the 7 districts within a 50 km radius. We also work in partnership with the flying doctors in neurology, VVF and plastic surgery.

Our Vision Kumi Hospital shall be a center of excellence, providing high quality healthcare and rehabilitative services with strong Christian values.

Our Mission Kumi Hospital shall provide holistic, preventive, curative and rehabilitative services that are efficient, accessible and affordable to all, based on the healing Ministry of Jesus Christ.

Kumi Hospital and the hospital farm is located in over 1,000 hectares of land and has secure electricity and water supply as well as its own airstrip. Most staff live in hospital housing within the hospital grounds. The language in the hospital is English.

Hospital Chief Management Accountant

Kumi Hospital is looking to recruit a Hospital Chief Management Accountant (HCMA) to take over the senior accountancy role and to be fully responsible for all hospital accountancy and cash management functions. The HCMA reports to the Senior Hospital Administrator who reports to the Medical Director.

The specific responsibilities include the following.

- Supervise the accounts department and the cash office and be responsible for all of their activities.
- Ensure that the accounts department keeps fully up to date and legal computerised accounts and that the statutory accounts, following the audit, are issued within the first quarter of the financial year.

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- Issue detailed and accurate monthly management accounts by the 15th of the following month including Income & Expenditure on an accrual basis, Balance Sheet and Cashflow Forecast and the associated non-financial measures and statistics.
- Take a lead in seeking to improve the quality and relevance of the management information that is available to the different levels of staff
- Ensure that all accounts and ledgers are fully reconciled and signed off by the SHA at the end of each month.
- Overall cash management and ensuring that the hospital has sufficient cash to meet its financial obligations, especially our policy of always paying salaries on time at the end of the month. Take the lead in reducing our long term liabilities.
- Manage payroll and the associated NSSF and PAYE payments.
- Actively manage credit control and ensure that all of our ongoing debtors are under 2% of our annual turnover.
- Manage the MedicAudit billing, debtors, and stores system, including reconciliation with the ledgers, ongoing implementation of the stores sub-system, ongoing training of cashiers, and continual improvement of the information available to management.
- Produce and keep up to date the hospital cost model and fully understand the relationship between income and expenditure for each department and section and the associated surpluses and deficits.
- Compile and issue the associated charge rates (eg for operations) and ensure that all charge rates give an adequate financial or marketing return, whilst remaining consistent with market rates and with patient perceptions of value for money.
- Produce the annual budget on a departmental cost centre basis and assist with the allocation of any departmental surpluses to those departments which need a subsidy to cover their deficit, based on the hospital's vision and values.
- Take a lead to applying for new contracts and projects and take responsibility for the associated budgets and cashflows. If required write the new project proposals.
- Take a lead with the capital building, refurbishment and medical equipment projects. Around 30% of the hospital needs to be refurbished and needs new medical equipment. The hospital has plans for a new medical ward and a new Nursing & Midwifery Training School.
- Manage the client relationship and the budgets for all existing contracts and projects. Manage the Tied Funds and ensure that the funds are always in balance and accounted for. Write the ongoing project reports.
- Take a lead in establishing efficient modern administration and accounting practices.
- Ongoing training of all accounting staff.

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- Ensure the financial propriety of all hospital managers and staff and take a lead to ensure that all and any corruption is totally eliminated from the hospital.
- Provide the management information to any and all of the (26) departmental and section in charges including their income (fee, contracts and grants) and the associated expenditure (salaries, drugs and overheads). Interpret the financial information for them and hence assist them to better manage their departments and sections.
- Be an active member of the Senior Hospital Management Team and present the management accounts and the budgets to the Board of Governors.
- Liaise with the Board of Governors and ensure that the hospital operates within the legal and constitutional framework.
- Be actively involved in reducing the cost of all purchased items and ensuring financial propriety in all our purchasing activities.
- Actively assist with the ongoing computerisation of the hospital and understand that the finance department is there to provide full and accurate information to the management and the in charges.

Accounts department and the cash office

The accounts department and the cash office are 7 staff (including the HCMA) who will typically be organised as follows:

- Hospital Chief Management Accountant responsible for the hospital cost model, management information and accountancy, charge rates (eg for operations), budgets, tied funds and contracts and projects.
- Assistant Accountant responsible for the control of the Tally accountancy system, MedicAudit, the payroll system and for producing accurate monthly management accounts.
- Assistant Accountant responsible for cash and purchasing control including cash management, credit control, cash receipts, the MedicAudit debtors list, purchase order approvals (under 1 mUGX), creditors, staff advances and debtors, and for managing payment priorities.
- Accounts Assistant responsible for billing, invoicing, petty cash, banking, goods receipt, stock control and count and general filing.
- Central payment cash office cashiers (2).
- Wards cashier who prepares the ward bills etc.

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Core competencies of the Hospital Chief Management Accountant

The HCMA position would suit someone, male or female, who has reached an equivalent senior accountancy position either in a hospital or an NGO. A post graduate qualification (eg CIMA membership) in Management Accountancy would be an advantage.

The prospective HCMA will need to demonstrate that they have the attitude and competence to be a leading member of the hospital senior management team, and capable of taking Kumi Hospital forward.

The core competencies of the Hospital Chief Management Accountant include the following.

- Kumi Hospital is a Christian hospital and the HCMA position would suit a practicing Christian.
- An honest attitude and a zero tolerance to corruption.
- Good communicator. Good spoken and written English. A good knowledge of the local language, Ateso, would be an advantage.
- Proven ability to manage an accountancy department and a record of achievement and growth in a senior management position.
- Able to work as part of the Senior Management Team and to be able to manage and motivate staff who report to them, in a hospital and healthcare environment.
- A caring but firm attitude for the poor and the needy in a healthcare environment. Over 70% of the local population are on under 4,000 UGX per day per person.
- Financial instincts, financial controls including income and expenditure, balance sheet, and cash management.
- Commercial instincts and the ability to raise finance from grants and contracts.
- Able to control costs such that the hospital makes a surplus each year.
- Able to maintain discipline and order while also being able to motivate staff to give an excellent performance.
- Able to make things happen and to take responsibility.