



## JOB VACANCY

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### CREDIT OFFICER-CORPORATE

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Mater Misericordiae Hospital, a leading healthcare provider in East and Central Africa, has an excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate and Christ-centred healthcare services to our clients through an innovative, engaged and competent workforce. The successful candidate will fill in the above position:

#### **Main Duties:**

- Maintain an up-to-date client database as regard to membership lists and operational guidelines.
- In liaison with admission and registration and billing, ensure that client's operational guidelines are communicated and strictly followed at all service points.
- Communicate information on suspended accounts and change of operational guidelines to admissions and registration and billing staff.
- Check on cover limits for insurance, patients and company- paid patients and obtain/request for extension of cover as required. Where a patient bill has gone beyond the acceptable limit, request for an interim payment from the corporate concerned.
- Ensure allocations are done for receipts received at all times.
- Closely monitor patient bills and advice patients/ next of kin accordingly.
- Liaising with billing on returned invoices and dealing with the ones that concern credit control.
- Send out monthly statements to the client.
- Ensure that Hospital monies are collected within set terms by achieving monthly collection targets.
- Obtain documentation guaranteeing payment for all company-paid bills.
- Organize monthly meeting with corporate clients to reconcile accounts and report progress to the Credit Manager – Corporate
- Ensure that client queries are promptly addressed and maintain a filing system for correspondence, with appropriate bring forward arrangement to ensure timely follow up.
- Review progress on debt collection and make inputs to the setting of new targets.
- Submit daily collection report and monthly analysis of outstanding items in 120 days to the Credit Manager- Corporate
- Provide intelligent information to Credit Manager regarding corporate clients' perception of Hospital services
- Participate in quality improvement initiatives within the department and provide reports as required.

#### **Required Qualifications for the Position**

- Bachelor of Commerce, (Accounting, Finance, Banking, Business Administration or related field.)
- CPA II or ACCA II
- 3Years of relevant experience.
- High level of accuracy.
- Supervisory skills and negotiation skills.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees and include their telephone contacts and email address to [hrrecruit@materkenya.com](mailto:hrrecruit@materkenya.com) so as to reach us not later than **11<sup>th</sup> June 2026**.

Only shortlisted candidates will be contacted.

**Please note we do not charge any fee at any stage of our recruitment.**