



RECRUITMENT RE-ADVERTISEMENT

About Us

City eye hospital is a social venture that provides quality and affordable eye care to people living in Kenya and is a member of the ACCESS eye hospital network in Sub-Saharan Africa. We are a dedicated, dynamic, and experienced team of eye care professionals.

We are looking forward to onboard top and unique talent to support our venture of offering unmatched eye care services in line with our core values; God, People and Excellence. We have exciting career opportunities as detailed below;

Vacancy Details

Our Ref:	CEH/HR/REC/007/2023	Terms of Engagement	Temporary- (Reliever) 3 months contract duration
Role:	Cashier	Place of work:	City Eye Hospital- Nyeri Branch
Reporting to:	Finance Manager	No. of Vacancies	1

Main Purpose of the Role

Reporting to the Finance Manager, the Cashier shall be tasked with receiving payments from clients and compiling and reporting on the revenue collected at the unit.

Key Responsibilities

- a) Receiving, recording, and issuing receipts for payments received from patients.
- b) Recording and issuing of clearance forms to patients.
- c) Daily reconciliation of ETR receipts with actual sales.
- d) Preparation, reconciliation, filing and sharing the daily, weekly, and monthly revenue report for the branch.
- e) Completion and reconciliation of credit sales, timely and accurate processing of claim forms
- f) Any other responsibility that may be given by the Line Manager or any other person placed in authority over them.

Knowledge and Experience Required

- a) CPA part III
- b) Two years' experience in a similar role.
- c) Must be available to on- board immediately.

Key Skills and Competencies Required

- (i) Good leadership, Interpersonal communication, and Customer Care Skills.
- (ii) Exceptional verbal, written and presentation skills



- (iii) Ability to work effectively both independently and as part of a team.
- (iv) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.

Application Criteria

Interested and qualified candidates to make their applications through careers@cityeyehospital.or.ke with the subject being “**Cashier – CEH/HR/REC/007/2023**”. This should reach us on or before **06th April 2023**.

The application **must** include;

1. An up-to-date CV, not more than 4 pages long, with the current and expected remuneration indicated in the CV.
2. A one-page document in **PDF format** explaining how their personality aligns to the core values of City Eye Hospital.

We are committed to grant you a great applicant’s experience, and we do not discriminate against gender, religion, marital status or any other diversities. All applications shall be accorded due consideration but due to the high volume of the same that we receive, we shall only be able to contact the shortlisted candidates. Applicants who fail to adhere to the application criteria indicated and do not meet the qualifications highlighted shall automatically be disqualified