

Career Opportunities

SENIOR REVENUE ASSURANCE EXECUTIVE

General Requirements

- Diploma or Degree in Business or Finance
- At least 3-5 years' cash-handling work experience
- Good knowledge of Microsoft Office Suite (Excel)
- Effective communication and interpersonal skills

Job Specification

- Provide cash floats to Cashiers
- Provide cash change for Cashiers & ensure all billing counters have adequate cash changes at all times
- Timely processing and attending to billing related requests and queries
- Reconcile cash with the collection report at the end of each shift and make sure any discrepancies are managed immediately
- Prepare daily cash collection and revenue report
- Reconciliation of previous day collection and revenue
- Prepare cashier excess and shortage reports, and share data to the respective unit head
- Deposit cash collection to the bank on a daily basis
- Safekeeping of physical cash and maintaining of safe register
- Verify and check bill cancellation documents, process bill cancellation/s in the system and ensure re-billing is completed within the day
- Coordinate with respective departments to obtain statistics, and prepare daily hospital data for the Board of Directors
- Verify and check refund documents, and process payment and refund from system
- Maintain refund register and share daily refund status to the Head of the Department (HOD)
- Carry out random audits and share audit report to relevant departments; assist in providing annual audit related documents and reports
- Oversee billing process and ensure accuracy and compliance to the hospital's billing policies & standards
- Daily bank reconciliation and share bank balance to HOD; daily General Ledger reconciliation
- Monthly Bank Reconciliation; share the statement with FA & Reporting Team
- Provide cashier training to Cashiers if required
- Maintain a positive work environment for all Cashiers
- Attend to shift duties and perform proper handover
- Any other additional responsibilities assigned by the head of department from time to time

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply:

Interested candidates may log on to <https://www.careers-page.com/tree-top-hospital-maldives#openings> to submit application (updated CV) before 1600 on September 3, 2026.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.