

Join a team who cares about excellence

BHB ensures the highest quality health care through service excellence, education and leadership. We seek qualified, highly motivated and experienced professionals to work in a supportive but demanding environment.

SENIOR FINANCIAL SYSTEMS ANALYST

FINANCIAL SERVICES

Under the direction of the Finance Systems Manager, the Senior Financial Systems Analyst is responsible for the development, enhancement, implementation and associated upgrades of Financial Systems applications, programs and processes that are in keeping with the requirements specified by the Financial Services Department and other internal Departments.

Key responsibilities include:

- Assisting with planning, leading and managing the Financial Systems Programme to ensure the goals and objectives of the plan are accomplished within prescribed time frames and budgets
- Serving as liaison between the Stakeholder and the Project Team for all activities per agreed upon project plan, including the definition and completion of project goals, project objectives, team responsibilities, risks and risk mitigation
- Prioritising and assists in resolution of day-to-day issues, including System maintenance, modification, or development
- Investigating and recommends new features for future system enhancements
- Consulting with BHB leadership, Senior Management and Staff to propose continuous process improvements initiatives for increased efficiency, maximizing System offerings / features and enhancing the internal customer experience
- Ensuring that all financial modules are meeting organizational needs, will collaborate with IT and finance staff to meet business requirements, and deliver end user training. Ensures that consistent standards and practices are applied throughout BHB to maintain systems integrity
- Understanding and applies functional and technical design specifications
- Ensuring comprehensive documentation of Financial Systems processes and procedures.
- Coordinating and facilitates meetings with cross functional teams to gather and document requirements to explore potential solution
- Developing understanding of all financial systems processes and procedures
- Providing training and information to staff and how to use Financial Systems and reporting

Qualifications &/ Registration required:

- Bachelor's Degree in Business Administration, Finance, Management Information Systems, Computer Science or equivalent. Master's Degree considered an asset.
- Minimum of five (5) years of related experience
- Experience working with business processes and re-engineering. This includes managing, implementing and maintaining financial systems/software
- Understanding of and experience in applying project management concepts
- Understanding business objectives by evaluating information, output requirements for financial systems
- Ability to be flexible and work analytically in a problem-solving and collaborative environment
- Familiar with relational database and client-server concepts, SQL queries and report development
- High level of proficiency with reporting tools and MS Excel
- Demonstrated excellent planning, time management, communication (both verbally and in writing), and organisation skills

PHARMACY MANAGER

PHARMACY DEPARTMENT

The Pharmacy Manager is responsible for the overall management of Pharmacy Services in accordance with established hospital and departmental policies, procedures and practices and strategic planning for Inpatient, Outpatient and Psychiatric facilities of the Bermuda Hospitals Board.

Key responsibilities include:

- Developing, establishing and maintaining pharmacy related policies and procedures in accordance with, and as a compulsory member of, Bermuda Hospitals Board Pharmacy and Therapeutics committees and fully comply with the recognized Accreditation recommendations
- Planning and implementing departmental activities, programs and new initiatives
- Decreasing organizational risk exposure using current controls
- Managing departmental operations, stock control maintenance, and purchasing of all formulary and non-formulary, generic or brand name, approved Pharmaceuticals from Government approved jurisdictions.
- Communicating and establishing working relationships with pharmaceutical representatives for goods and services

Qualifications &/ Registration required:

- Pharm D. (USA) or M. Pharm and PG Diploma or relevant years of equivalent experience
- Three to five years' experience directly related to the duties and responsibilities specified
- Knowledge of labour relations, negotiations and grievance procedures
- Demonstrated superior communication (written and oral), interpersonal, organizational and leadership skills
- Effective problem-solving skills
- Member of the Bermuda Pharmaceutical Association

PART TIME MEDICAL CONCIERGE TRAVEL ASSOCIATE

CONCIERGE SERVICES

Working primarily with the Clients of the Bermuda Hospitals Board (BHB), the Medical Concierge Service (MCS) Travel Associate will be responsible for carrying out medical travel concierge services and customer service duties on a daily basis while keeping with insurance and medical guidelines and affiliations (Preferred Provider Organizations [PPO]) to ensure the effective co-ordination between the Clients and the outbound and inbound care providers.

Key responsibilities include:

- Providing corporate travel services to the Bermuda Hospitals Board in compliance with prevailing BHB corporate travel policies
- Adhering to policies and procedures for operating the Medical Concierge Service Department in an effective, efficient and secure manner
- Ensuring that accurate records are maintained for financial transactions authorized or transacted through the Department
- Liaising with case workers, payors (insurance/case managers) overseas hospital/concierge services to ensure seamless transfer of outbound and inbound Clients
- Ensuring that proper authorization is obtained from payors (insurance/case managers) for processing medical Client travel arrangements. Client travel is booked according to insurer's terms
- Providing a support network service to Bermuda visitors that encounter medical difficulties

Qualifications &/ Registration required:

- Bachelor's Degree in business or travel with five (5) years of experience as a travel consultant in a medical setting is preferred
- Thorough knowledge and understanding of Sabre/client based systems
- Experience with and understanding of the complex nature of overseas referrals and hospital services in general
- A working knowledge of medical terminology
- Proficiency with AS400, Microsoft Business Suite applications, Sabre Airline Solutions software

Closing date for applications is: June 16, 2019. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,

visit www.bermudahospitals.com, and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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