



**WE DELETE BLOOD CANCER**

**JOB DESCRIPTION**

<b>Job Title:</b> Management Accountant and Human Resource Administrator	<b>Department:</b> Shared Services
<b>Report to:</b> Head: Finance and Shared Services	<b>Direct Reports (if any):</b> None

**LOCATION:** Cape Town

**ABOUT DKMS**

DKMS is an international non-profit organization dedicated to the fight against blood cancer. Founded in Germany in 1991 by Peter Harf, DKMS and the organization’s over 1000 employees have since relentlessly pursued the aim of giving as many patients as possible a second chance at life. With over 11 million registered donors, DKMS has succeeded in doing this more than 100,000 times to date by providing blood stem cell donations to those in need. This accomplishment has led to DKMS becoming the global leader in the facilitation of unrelated blood stem cell transplants. The organization has offices in Germany, the US, Poland, the UK, Chile, and South Africa.

DKMS Africa is a non-profit organization that recruits blood stem cell donors for blood cancer patients.

We give hope of a second chance at life to all patients in South Africa and the continent. As part of the international DKMS Group both doctors and patients benefit from extensive global knowledge, through our network of leaders in stem cell donation.

**JOB PURPOSE**

Reporting to the Head of Finance the incumbent will be responsible for Human Resource administration, as well as financial administration, including processing company financial transactions, preparing financial management reports and executing key financial controls within the finance department.

**KEY INTERNAL AND EXTERNAL RELATIONS**

- Head: Finance and Shared Services
- Consultant: Human Resources
- Financial accountant
- Staff for – Payments
- DKMS Finance in Germany

**KEY RESPONSIBILITIES**

1. Responsible for leave administration
2. Responsible for running the DKMS Africa payroll, in collaboration with the Head of Finance and Shared Services.
3. Responsible for payroll journals
4. Responsible for EMP201 & EMP501 submissions
5. Responsible for monthly payroll reconciliations



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6. Responsible for DKMS Discovery Group Medical Scheme administration.
7. Responsible for DKMS Discovery Health Company administration.
8. Medical case manager – quotes, invoices, authorisations and follow up with medical aids - work closely with medical team.
9. Assist with drawing up financial management reports.
10. Assist with the annual audit process.
11. Other ad hoc duties as required.

### EDUCATION, EXPERIENCE, AND KNOWLEDGE

1. Qualified Management accountant or similar
2. Experience with SAGE Pastel Partner
3. Experience with SAGE payroll system.
4. Advanced Excel skills
5. Practical knowledge and experience of working in business environment with departmental, Project costing and allocation.
6. Good experience/knowledge of Accounting Software packages – would be useful.

\*The role may include some travel for the purpose of training and attending external meetings. Occasionally, there may be the need to work at weekends or during anti-social hours, for which notice and time off in lieu will be given.

### SKILLS AND ABILITIES

1. Accuracy and attention to detail
2. Excellent IT skills (Advanced Excel)
3. Analysis and problem-solving skills

### CORE COMPETENCIES

1. Numerical abilities
2. Strong inter-personal skills and supportive personality
3. Resilient and calm under pressure – used to working to tight deadlines
4. Team-player
5. Efficient and effective
6. Adaptable to the requirements of the business
7. Aptitude for learning new systems
8. Tact, diplomacy and discretion when dealing with people.
9. A strong commitment to DKMS's mission of recruiting stem cell donors to give people a second chance of life.
10. A commitment to equality of opportunity and anti-discriminatory practices.