



The German School of the Sisters of Saint Charles Borromeo in Cairo is pleased to announce for a full time job as:

Payroll Accountant

Job Description

We are looking for an experienced payroll accountant to join our DSB team for an immediate start.

Job Responsibilities:

- Involved in recruitment including issuing contracts of employment.
- Calculating payroll-related taxes and deductions.
- Manage attendance and leave operations, ensuring compliance with internal policies.
- Answer staff queries regarding compensation, benefits, taxes, insurance deductions and human resource matters.
- Issuing any necessary documents and reports required from official authorities (labor and social insurance offices).
- Ensure timeliness of tax reports of data submitted to tax authority.

Job Requirements:

- BSc degree in accounting, finance, or equivalent
- 2 to 5 proven work experience in the same field
- Understanding of labor laws, regulations, and disciplinary procedures.
- Excellent computer skills, proficient in MS office with an advanced level of MS excel.
- Excellent communication and interpersonal skills.
- High confidentiality skills for handling sensitive information.
- Excellent spoken and written English. German language would be an added advantage.

Applicants are to send their updated CV with a recent photo till February 29th, 2024, to: **jobs@dsbkairo.de**