

Terms of Reference

Position : Accountant
Duration : 1 May 2026 – 30 April 2027
Overseer : CEO
Date : 27 March 2026

Background

EthiXPERT was established following the Companies Act 71 of 2008 in 2018 and has its registered office in Pretoria, South Africa. The founding directors are Prof Carel IJsselmuiden, Executive Director of COHRED¹, who is based in Switzerland, Mr Francis Kombe, former COHRED Project Leader of RHInnO Ethics and current CEO of EthiXPERT, who is based in Kenya, and Mrs Marzelle Haskins, Executive Director of Pharma-Ethics, who is based in South Africa.

EthiXPERT aims to build responsible and ethical research capacity in and for Africa. Research Ethics is fundamental for health, quality of life, and social development. To this end, EthiXPERT is devoted to building capacity in responsible conduct of research by providing training and developing relevant tools to facilitate knowledge and skills development to health and social research stakeholders in Africa. EthiXPERT has come to fruition as a result of COHRED's dream for Africa, namely their desire to build the capacity of African institutions, enabling them to have adequate local knowledge, skills and expertise, and the tools to develop locally relevant solutions.

COHRED developed the Research for Health and Innovation Organiser (RHInnO *Ethics*) an innovative cloud-based platform or 'Software as a Service' (SaaS) that enables Research Ethics Committees (RECs) / Institutional Review Boards (IRBs) in low- and middle-income countries (LMICs) to deliver better quality, more efficient, accelerated and standardised ethical review of research for global health. Implementing the RHInnO *Ethics* platform drastically reduces the review time by as much as 12 months for study protocols, particularly in complex, multi-centre studies that are increasingly becoming the norm to test new medicines, vaccines, technologies, diagnostics, and services.

Composition:

¹ COHRED, Council on Health Research for Development, is a global, non-profit organisation whose singular goal is to maximise the potential of research and innovation to deliver sustainable solutions to the health and development problems of people living in low and middle-income countries.

This Not-for-Profit company has six directors who are employed elsewhere. EthiXPERT has no other Human Resources capacity beyond the CEO, COO, and one administrator who also serves as the CEO's Personal Assistant. The accountant will work closely with the COO, who reports directly to the CEO.

Income Streams

Annual subscription fees from the RHInno *Ethics* users and grant funding from the EDCTP are the two main income streams of EthiXPERT at the moment. Possible future training events are under investigation, where attendees will pay registration fees.

Bank accounts:

EthiXPERT currently has four bank accounts with FNB.

Objectives

The accountant will provide sound financial services to EthiXPERT to ensure that all local, and when applicable international, legislation is complied with when drafting Annual Financial Reports, Interim and Final Financial Reports as required by Grant Funders, and adherence to all local statutory obligations such as the Department of Labour, SARS, and CIPC.

Scope of Work

1. Capturing financial records on a reliable software system such as Pastel or QuickBooks.
2. Reconcile bank statements
3. Preparing monthly management accounts for EthiXPERT within the first two weeks of the new month. (Other financial reports)
4. Share General Ledger records on request
5. Timely paying annual company registration fees to CIPC in May each year. (Invoice from CIPC system to be shared with COO).
6. Timeous submitting of claims to SARS for Tax return submissions. (IT14 Return)
7. Submitting Annual Returns and Provisional Tax Calculations when applicable.
8. Managing all communication to and with SARS to ensure EthiXPERT is in good standing.
9. Obtaining a Tax Clearance Certificate and PIN annually.
10. Invoicing for training events, when needed. (on request for large events only)
11. Budget management for EthiXPERT in general and per project. (Revision at the end of the financial year for approval by the Board at the AGM in May each year).
12. Complying with all legal requirements, such as Tax Laws and the Companies Act.
13. Keep project budgets and the overall EthiXPERT budget monthly up to date.
14. Project Reporting to the EDCTP at the end of each Project Period in the specific format (templates) provided by the EDCTP and sign off on these reports on behalf of EthiXPERT.
15. Work with EthiXPERT's external auditor, who is responsible for drafting the Annual Financial Statements.
16. Provide official (formal) evidence from SARS that EthiXPERT is exempt from VAT when requested.
17. Provide monthly EMP 201 for timeous payment.
18. Issue payslips monthly for three employees with a consolidated payroll.
19. Attend quarterly Board Meetings and the Annual General Meeting to present financial records and to respond to questions that may arise.

Requirements:

1. The incumbent must be registered with the South African Institute of Chartered Accountants
2. A minimum of 10 years of experience is required
3. Working knowledge of and adherence to the International Financial Reporting Standards are compulsory.
4. The ability to adhere to deadline dates.

Terms of Reference:

1. The accountant will work independently from his/her premises
2. It is estimated that eight hours per week will be enough for EthiXPERT work – the number of hours will be negotiated and adjusted as the workload increases
3. The accountant will be an independent contractor with no benefits and will invoice EthiXPERT monthly.
4. An initial agreement for one year will be signed, which will be renewable upon satisfactory performance and the availability of funds.

How to apply:

Send a company profile/comprehensive curriculum vitae accompanied by at least five references and a quotation to corline@ethixpert.org.za by no later than Friday, **10 April 2026**.