



## A03: ACCOUNTS CLERK

(Suncoast Casino - Durban)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever-growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Accounts Clerks ...

- **prepare payments to suppliers** and process supplier invoices strictly according to company policies and procedures, and gaming regulations accurately and timeously **process cashbook and balance sheet accounts**
- smoothly manage **EFT payment batches** from Accpac and Nedinform
- assist in the recording of food and beverage transactions
- assist with stock counts
- ensure control of purchase orders are adhered to and that all accruals are recorded
- ensure intercompany transactions are recorded
- keep the supplier information database and filing up to date
- identify all **errors** and take prompt corrective action
- **audit, analyse & interpret** financial data and related documentation
- draw up accurate creditors aged **reports** and take prompt corrective action when required
- **impress internal customers** with fast, efficient and friendly service
- work as part of a team or individually to deliver **high quality** standards consistently and accurately.

If you have these qualifications, join our team: Matric (NQF 4) & a finance related degree or diploma with experience with Accpac, sound MS Office skills, an ability to perform in a fast paced and deadline-driven environment, and at least one year experience in a similar position would be advantageous.

**CLOSING DATE: 20 February 2026**

To apply, your written application must include:

- CV (maximum 4 pages) and include certified Matric & Tertiary qualification and ID copy
- Internal application form signed by HOD required for staff
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

To apply, **click on the below link or scan the QR code:**

<https://app.smartsheet.com/b/form/0197e9586c0672398ef94758d49d5554>



**TSOGO SUN**  
CASINOS . HOTELS

**ENTERTAIN. IT'S WHAT WE DO.**

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP.  
ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING  
TOLL-FREE HELPLINE 0800 006 008.

*Only successful applicants will be contacted*