



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.

ASSISTANT ADMIN CONTROLLER

(Suncoast Casino)

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 Assistant Admin Controllers...

- assist the Administration/Casino Controller to ensure that all **finance administration functions** are performed accurately and efficiently in strict **compliance** with company policies and procedures and gaming regulations
- prepare **accurate month-end journals** by deadlines
- **reduce risks** by consistently evaluating procedures and implementing improvements where necessary to **protect company assets**
- ensure **internal customers** receive professional and value-added service in terms of their administration requirements
- work as part of a team or individually to deliver **high quality standards** consistently and accurately
- **Management and mentoring** of Admin Clerks
- **Working day shifts / weekends** ensuring finance and administration operations run smooth.

If you have these **qualifications**, join our team: Matric and a relevant three-year financial or related degree / diploma and at least one year experience in a similar role.

CLOSING DATE: 16 September 2026

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, **click on the below link or scan the QR code:**

<https://app.smartsheet.com/b/form/019a71cabec3756bb01241ceea7b7f78>



Only successful applicants will be contacted

SUNCOAST
TSOGO SUN