



**Tshwane University
of Technology**

We empower people

**Position: Financial Assistant
Directorate: Finance (Revenue Services)
Campus: Polokwane
PL 12
Ref:25/104**

The Directorate of **Finance (Revenue Services)** has an external position for Financial Assistant at the Polokwane Campus.

INSTRUCTIONS: Applicants are required to submit together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and identity documents. Failure to comply with this instruction will disqualify the candidate.

Key performamne areas

- Ensuring that transactions are properly processed
- Making sure that only valid/genuine bank notes, Cheques, credit & debit cards and postal orders are accepted.
- Preparing balancing schedules and banking all the receipts daily.
- Ensuring that all cash and its equivalent are properly secured during the day.
- Handling queries relating to payments.
- Perform adhoc tasks as assigned by the Manager/Head of department.

Minimum Requirements

Academic Qualification

- . A National Senior Certificate with Mathematics Literacy and Accounting or Mathematics.

Experience

- Two (2) years experience within a Financial environment.
- Must be computer literate.

Knowledge and Skills

- Have good communication skills.
- Knowledge of ITS or other financial systems.

Women and People with disabilities are encouraged to apply.





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Send your CV to: RecruitmentPolokwane@tut.ac.za.

Closing Date: 12 September 2025

Enquiries: Ms MI Rangolo Tel: 012 382-0401

NB: If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. The University reserves the right not to make an appointment.

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