TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE
AFRICA'S FIRST AUTOMOTIVE CITY

info@tasez.co.za
www.tasez.co.za
CSIR Campus, Building 21, Meiring Naude Road.
Pretoria, 0184

TASEZ JOB ADVERTISEMENT (Internal and External)

FINANCE OFFICER – FINANCE DIVISION
JOB GRADE – C3

PURPOSE OF THE JOB:

To render administrative services in the Finance business unit and ensure complete, accurate, and valid financial information in terms of asset, bank, creditors, budget, and cash management; to achieve effective and efficient administration of fixed asset register, budget, payroll, and receipt and payment and ensuring the accuracy of recording or processing of the assets, invoices, journals in the accounting system.

KEY RESPONSIBILITIES:

- People Coordination
- Maintain Fixed Asset Register
- Fixed Assets Management
- Report on Fixed Assets
- Maintain Debtors Master File
  - Ensure prompt capturing & verification of data.
  - Debtors Administration
- Collect and Receipt Revenue
  - Raise/Create invoices and distribute them to the customer.
  - Record Revenues
  - Report Revenue
- Processing Invoices
- Process Creditors Payment
- Report Creditors/Expenditure Status
- Perform EFT Beneficiary Administration
- VAT and TAX Submissions
- Other
  - Assist with any other ad hoc duties that may arise, including assisting with the compilation of finance-related reports that may be required by management.
  - Prepare monthly financial statements and track programmed expenditures.
  - Coordinate internal and external audit queries.

QUALIFICATIONS

- National Diploma in Accounting, Financial Management, Bookkeeping, or a related finance/accounting field.
- **Advantageous:** Bachelor's degree in accounting, Financial Management, or a related finance/accounting field.

Directors: Mr. M. Molefane (Board Chairperson) / Dr. L. Stander / Dr. M. Khumalo / Ms. V. Zitumane / Mr. T. Mathibe / Mr. M. Kgowedi / Mr.R. Davies / Mr. N. Mashamaite.

Chief Executive Officer (Act): Mr. A. Sangweni / **Chief Financial Officer:** Ms. R. Hlabatau (CA-SA) / **Company Secretary:** Ms. T.D. Modikoe

Reg. No. 2020/214518/07

COMPETENCIES

KNOWLWDGE

- Knowledge of PFMA, IFRS and GRAP

SKILLS

- Planning & Organizing skills
- Interpersonal skills
- Conflict handling skills
- Numerical & Financial skills
- Communication skills
- Relationship and partnership building

ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination

WORK EXPERIENCE

- Minimum of three (3) years' relevant experience in operational accounting and finance, including bookkeeping, financial reconciliations, accounts payable and receivable, financial reporting, and/or auditing.

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za

CLOSING DATE:

The closing date for the application is **13 November 2026.** Should you not receive any formal feedback from TASEZ within 30 days, kindly accept your application as unsuccessful.

TASEZ is an equal opportunity employer. In accordance with the Employment Equity Act and organisation-wide employment equity plan, preference will be given to suitable qualified candidates from designated groups and People Living with Disabilities.