

Position: Bookkeeper
Business Unit: Ford
Location: Pinetown
Reporting to: Financial Manager



Overview: Job purpose and deliverables

Purpose of the role: The main purpose of the role is to be the custodian of company assets and to ensure good corporate governance and financial integrity while being responsible for business management in the dealership.

Key deliverables and outputs

- Daily follow up on Debtors and Cash Sales outstanding
- Cash management & General bookkeeping functions
- Assist with all administration & filing duties
- Daily Banking & Stationery duties
- Manufacturer data capturing & maintaining accurate records
- Multitasking with workshop and new & used vehicle departments
- Assists with the preparation of year-end tax schedules
- Prepare monthly reconciliations
- Other tasks as required by Accountant/Financial Manager

Internal customers

- All Business units; All support functions; Finance

External stakeholders

- Customers and Suppliers

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric and relevant tertiary education in bookkeeping/ accounting and/or financial management.

Work experience:

- 2-3 years in a bookkeeping role
- Kerridge experience

Advantageous:

- Experience in the motor industry would be an advantage

Knowledge and Skills:

- Accounting
- Experience in Kerridge
- Computer literate
- Good Communication skills.
- Planning, organizing and control
- Fanatical attention to detail.
- Deadline and figure orientated.
- Exceptional time management

Behavioural Attributes:

- Assertiveness
- Good interpersonal relationships
- Ability to work under pressure
- Self-motivation & disciplined

Level of Decision-Making

Level of Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).

Level of Problem Solving

Problem solving requires highly technical ideas/concepts

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 05 April 2025

Email: Recruitment@nmi.co.za

Reference: Bookkeeper Ford Pinetown

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy