

Position: Cashier
Business Unit: Toyota
Location: Kuilsriver
Reporting to: Financial Manager



Overview: Job purpose and deliverables

Purpose of the role: To ensure all cash received/receipted and banked are controlled carefully.

Key deliverables and outputs:

- Cheques, credit cards and cash receipted according to agreed procedures; approval obtained from manager for cheques according to the company policies and procedure
- Ensure that all invoices for which payments are made, are signed by the customer and stamped "paid", dated and type of payment recorded
- Notes checked for authenticity and credit card payments checked for validity
- All cash above FIC threshold reported according to the company policies and procedures (make sure ID number obtained and typed into system)
- Bank transfers receipted according to agreed procedures
- Approved customers refunds done timeously according to agreed company policies and procedures
- Cash reconciliations 100% accurate at all times – All monies received for the day are reconciled to the system reports and taken to the admin department (Bookkeeper) daily
- Cash kept in a lockable safe at all times
- All company policies & legal requirements adhered to

Internal customers

- All Business units; All support functions; Finance

External stakeholders

- Customers; Suppliers

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric (Grade 12)
- Relevant Finance qualification

Work Experience

- 1-2 years in a similar role

Knowledge and Skills

- Computer literate
- Attention to detail and accuracy
- Communication skills

Behavioural Attributes

- Commitment for behaving correctly and ethically
- Respect professional reputation
- Willingness to comply with company administration systems
- Concern for meeting deadlines
- Willingness to work flexible hours
- A strong concern for standards and quality

Level of Decision-Making

Decision making is guided by interpreting situations, applying knowledge of process (discipline, customer requirements) to provide customised solutions.

Level of Problem Solving

Problems are situational, and require analysis or data gathering first in order to come up with a range of possible solutions

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 06 June 2025

Email: Recruitment@nmi.co.za

Please use reference number: Cashier Toyota Kuilsriver

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