

Position: Accountant
Business Unit: Garden City Motors
Location: Pietermaritzburg
Reporting to: Financial Manager



Overview: Job purpose and deliverables

NMI is looking for a skilled Accountant to manage financial reporting, ensure compliance, and support strategic decision-making through accurate analysis. If you're detail-oriented, deadline-driven, and passionate about numbers, we want to hear from you.

Purpose of the role: The main purpose of the role is to apply principles of accounting to analyse financial information and prepare financial reports by compiling information and utilizing appropriate accounting control procedures, and to be responsible for the maintenance of the general ledger and financial reporting.

Key deliverables and outputs:

1. Account Processing

- Complete month-end procedures, including transaction processing up to the trial balance and reconciliations
- Prepare general ledger and intercompany account reconciliations.
- Maintain BWT group intercompany accounts
- Collate and prepare management accounts
- Effectively evaluate and monitor working capital, incl. debtors, creditors, and cash.
- Carry out necessary procedures associated with cash and banking in line with cash control procedures
- Complete VAT calculations and returns, as well as other statutory returns
- Manage daily cash flow
- Floorplan OEM
- Ensure on-time payments of creditors, settlements

2. Financial analysis and reporting

- Analyse and interpret financial results
- Assist in the collation and preparation of monthly and annual management accounts
- Ensure all NMI DSM reporting deadlines are met
- Input and handle financial data and reports for the company's automated financial systems.
- Ensure data integrity (incl. completeness, accuracy, and validity).

3. Budgets

- Assist with the preparation and consolidation of the annual budget process within agreed deadlines.
- Assist with rolling of forecasts and annual budget

4. Corporate governance, compliance, and audits

- Ensure tax, legal, statutory, and internal authority compliance.
- Facilitate mini-audits to ensure compliance and substantiate financial transactions
- Prepare for internal and external audits (incl. preparation of annual audit packs in line with deadlines).
- Ensure clean audit reports for the BU through CCRs, internal, and external audits.

5. Financial Databases and Systems

- Recommend, develop and maintain financial databases, computer software systems and manual filing systems.
- Contribute to the implementation of new financial systems and processes.
- Identify and drive systems and process enhancements
- Manage systems integrity.

6. Leadership

- Train other financial employees to pass on knowledge of systems and processes.
- Respond to account queries in all departments
- Support departments with process & system queries

Internal customers

- All Business Units; All support functions within the dealership; Finance

External stakeholders

- Customers; Suppliers; SARS

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric
- Completed an accounting degree or a relevant accounting qualification

Work Experience

- 5 years of Kerridge system experience
- Tax Calculations
- 5 years of experience in the motor industry

Knowledge and Skills

- Financial and management accounting technical expertise
- Tax Calculations
- Well-developed communication skills to persuade and influence
- Well-developed interpersonal skills to build relationships, internal resilience (EQ), including sensitivity to diversity and conflict resolution
- Strong ability to reason with numerical information to influence and enable business and financial decisions
- Thinking skills to analyse information and diagnose problems related to relatively complex financial challenges
- Memorisation and recollection of information
- Ability to multitask
- Microsoft Office skills (Excel, Word, and Outlook)

Advantageous:

- Financial reporting
- Corporate Governance
- Commercial acumen
- Financial systems (Kerridge, Cognos)
- Understanding of Motor Retail Dealership operations

Personal Attributes Essential:

- Focus on getting things done
- Focus on analysing and solving problems
- Concern for working within parameters
- Preference for team-working
- Focus on initiating action
- Remain resilient with stress and pressure
- Concern for communicating clearly
- Preference for planning and organising

Advantageous:

- Readiness to make and own decisions
- Commitment to maintaining business awareness
- Commitment for behaving correctly and ethically
- Enthusiasm for learning, sharing and growing
- Preference for thinking practically
- Strong inclination to drive change

Level of Decision-Making

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 specialist and/or highly technical ideas/concepts.

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 20 November 2025

Email: Recruitment@nmi.co.za

Please Use Reference: Accountant – Garden City Motors Pietermaritzburg

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