

**Position:** Bookkeeper  
**Business Unit:** Toyota  
**Location:** Kuilsriver  
**Reporting to:** Financial Manager



## Overview: Job purpose and deliverables

**NMI** is looking for a detail-driven Bookkeeper to manage financial records, process transactions, and support accurate reporting. If you have strong accounting skills and a passion for precision, this is your opportunity to join our team.

**Purpose of the role:** The core purpose of this role is to manage and maintain accurate financial records for the dealership, ensuring all transactions are recorded in line with accounting standards and company policies. The Bookkeeper is responsible for processing payments, reconciling accounts, preparing financial reports, and supporting audits. By ensuring accuracy, compliance, and timely reporting, they contribute to effective financial management and the overall success of the business.

### 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 the 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 controlling
- Fanatical attention to detail.
- Deadline and figure-oriented.
- Exceptional time management

## Behavioural Attributes

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



### Level of Decision-Making

### Level of Problem Solving

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).

Problem solving requires highly technical ideas/concepts

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 27 January 2026**

Email: [Recruitment@nmi.co.za](mailto:Recruitment@nmi.co.za)

**Please Use Reference: Bookkeeper – 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