

Position: Accounts Payable (Creditors)
Business Unit: Toyota
Location: Kuitsriver
Reporting to: Financial manager



Overview: Job purpose and deliverables

NMI is looking for a detail-oriented Accounts Payable (Creditors) to manage supplier accounts, ensure timely payments, and maintain accurate financial records. If you excel in processing, reconciliation, and working with deadlines, apply today.

Purpose of the role: The main purpose of this role is to deliver accurate and efficient administrative support by receiving, verifying, and processing supplier invoices. It involves ensuring payments are made on time, addressing and resolving payment-related queries to uphold positive supplier relationships. The role also plays a key part in ensuring regulatory compliance and contributing to effective cash flow management.

Key deliverables and outputs:

Reporting to the Financial Manager, you will be responsible for:

- Timely and accurate preparation of creditors' reconciliations
- Process creditors' documents
- File all creditors' documents
- Preparation of cheques and electronic payments
- Allocations of payments and invoices on Kerridge
- Follow up on outstanding invoices not processed

Internal customers

- Finance

External stakeholders

- Suppliers; Customers

Overview: Essential individual competencies to be successful in the job

Academic qualifications

- Matric (Grade 12)
- Finance/Accounting qualification

Work Experience

- Minimum 3 years' experience in a similar role
- Experience working in a dealership

Knowledge and Skills

- Sound financial and accounting skills
- Sound knowledge of creditors reconciliations
- Planning, organising, and controlling
- Time management
- Computer skills

Behavioural Attributes

- Strong Discipline & Administration Skills
- Work independently
- Attention to Detail and Accuracy
- Computer Literacy – Prerequisite
- Excel & Word Experience
- Friendly disposition
- Assertiveness
- Good interpersonal relationships
- Ability to work under pressure
- Career maturity
- Team player



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: 06 February 2026

Email: Recruitment@nmi.co.za

Please Use Reference: Accounts Payable (Creditors) – 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