Position: Accountant
Business Unit: Toyota
Location: Tygervalley
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 maintenance of general ledger and financial reporting.

Key deliverables and outputs:

1. **Account processing**
    - Complete month end procedures including transaction processing up to trial balance and reconciliations
    - Prepare general ledger and intercompany account reconciliations.
    - Collate and prepare management accounts.
    - Carry out necessary procedures associated with cash and banking in line with cash control procedures.
    - Complete Vat 201 calculations and returns, as well as Vat turnover reconciliation monthly.
    - Prepare daily & weekly DOC.
    - Proper and accurate reconciliation of trial balance and timeous clearing of outstanding issues or queries.
    - Making decisions based on defined policies and procedures.
    - Preparation of annual fixed asset and year-end audit packs in line with deadlines.

2. **Financial analysis and reporting**
    - Analyse and interpret financial results.
    - Assist in collation and preparation of monthly and annual management accounts
    - Input and handle financial data and reports for the company's automated financial systems
    - Ensure data integrity.

3. **Budgets**
    - Assist with the preparation and consolidation of the annual budget process within agreed deadlines

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 internal (ICQ) 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.

Internal customers:

- All Business units; All support functions; Finance

External stakeholders:

- Customers; Suppliers; SARS

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric
- Bachelor of Commerce degree

Work Experience:

- 5 years Evolve system experience
- 5 years' experience in the motor industry
- Tax Calculations

Behavioural Attributes:

- Preference for team-working
- Focus on initiating action
- Remain resilient with stress and pressure
- Concern for communicating clearly
- Preference for planning and organizing

Knowledge and Skills:

- 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 analyze information and diagnose

Level of Decision-Making	Level of Problem Solving
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 specialist and/or highly technical ideas/concepts.

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 07 September 2026
Email: Recruitment@nmi.co.za
Please use reference number: Accountant – Toyota Tygervalley
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