FINANCE ADMINISTRATOR (DEBTORS AND COMPLIANCE)

Debtors & Compliance | Stellenbosch

Inrange is powering the next generation of off-course golf. Our ball tracking, games and player data turn a driving range into a place people come back to, golfers and non-golfers alike. More than 90 ranges in 17 countries run on Inrange, more than 3,000 bays in all, from single-site owners to multi-venue groups. The network is growing quickly: a dozen new ranges have gone live this year, and 30 more are being installed. We build long-term partnerships with operators and grow with them.

The next stage is about scale: more sites, more partners and more ways for an operator to grow their business. This role makes sure our clients' invoices are paid and our filings are on time as we grow into new countries. The Finance Administrator looks after cash coming in and compliance administration for Inrange's finance team.

KEY RESPONSIBILITIES AND ACCOUNTABILITY AREAS

- Follow up every client balance across all Inrange companies, by email and phone, across time zones and business cultures
- Prepare and issue client invoices accurately in line with contract terms and billing schedules across all entities and currencies
- Allocate receipts accurately and promptly, reconcile bank accounts, and resolve reconciling items
- Spot short payments, including withholding tax deducted by overseas clients, and raise them against contract terms
- Keep a calendar of statutory deadlines, tax registrations, statutory filings, and regulator-portal submissions up to date across every jurisdiction
- Research rules and set up requirements when new jurisdictions arise, managing logins and compliance records
- Follow established finance processes and controls, suggest process improvements, and support the finance team at month-end and audit

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Diploma or BCom in accounting or finance (essential; no professional designation required)
- 3+ years experience in debtors / credit control, including phone follow-up (essential)
- 2+ years experience in receipt allocation, bank reconciliation, client invoicing, and cloud accounting systems (essential)
- 1+ years experience with international clients or cross-border billing (desirable)
- 1+ years experience in tax registrations, statutory filings, or regulator portals (desirable)
- 1+ years experience in a multi-entity or multi-currency environment (desirable)

KNOWLEDGE AND SKILLS REQUIRED

- Intermediate to Advanced knowledge of debtors and credit control processes
- Intermediate knowledge of receipt allocation, bank reconciliation, client invoicing, and cloud accounting (Xero)
- Foundational knowledge of cross-border invoicing (VAT, sales tax, withholding tax) and multi-currency receipts (GBP, ZAR, USD, etc.)
- Ability to find and apply a jurisdiction's registration and filing rules with guidance
- Advanced skills in picking up the phone, holding a firm yet courteous line across time zones, and closing the loop independently
- Detail-oriented, organised with deadline calendars, resourceful in unfamiliar situations, and comfortable working with technology (Xero, internal platforms, Slack)

TERMS AND CONDITIONS

- Start date: asap
- Full-time employment - Standard business hours, with flexibility for calls with clients in other time zones and around filing deadlines
- Please send a comprehensive CV including full academic results and certificates to **cstuart@inrangegolf.com**
- Location: Stellenbosch, South Africa

CONTACT DETAILS

Carol Stuart (**cstuart@inrangegolf.com**)
HR Administrator