

WE'RE HIRING

**Job Title: Finance Administrator
(Debtors & General Finance Support)**

**Location: Cape Town
Type: Full-time, On-site**

ABOUT THE ROLE

We are seeking a diligent and versatile Finance Administrator to support our finance team with end-to-end debtor management, financial administration, and coordination between departments. This hands-on role requires accuracy, initiative, and a strong understanding of financial systems and processes within a fast-paced manufacturing and sales environment.

KEY RESPONSIBILITIES

- Accounts Receivable: Capture and allocate customer payments, code bank statements, manage suspense and prepayment accounts.
- Invoicing & Documentation: Generate proforma and tax invoices, issue credit notes, and ensure dispatch orders are accurately approved and invoiced.
- Collections & Reconciliations: Manage collections via email and phone; maintain detailed customer notes, reconciliations, and statements.
- Reporting: Maintain and update the debtors' age analysis, generate consolidated statements, and prepare monthly finance reports.
- Credit Control: Process and review credit applications, perform credit vetting, manage credit balances and refunds.
- System Administration: Maintain customer master data, update flags on statements, and upload invoices to customer payment portals.
- Internal Liaison: Collaborate with sales, dispatch, production, IT, and customer service teams to ensure smooth order-to-cash flow.
- Foreign & Export Transactions: Confirm foreign payments, prepare import/export documentation (including SADC and pre-inspection certificates), and handle export-related queries.
- Financial Adjustments: Process journals, rebates, and Yoco card payments; manage month-end reporting and reconciliations.
- Meetings & Compliance: Attend weekly finance and sales meetings to report on outstanding accounts and financial progress.

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REQUIREMENTS

- 3–5 years' experience in a finance, accounts, or debtors role.
- Strong computer literacy, especially in Excel and financial software (Sage, Pastel, or equivalent).
- Meticulous attention to detail and accuracy in data management.
- Excellent communication and interpersonal skills.
- Ability to manage deadlines and multitask in a busy environment.
- Exposure to export documentation or foreign payments is advantageous.

KEY COMPETENCIES

- Hardworking, results-driven, and able to work under pressure.
- Strong analytical and problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Excellent communication and reporting skills.
- Detail-oriented with a focus on accuracy and efficiency.
- Team player with the ability to collaborate across departments.

WHY JOIN US

- Work in a dynamic, growing business where finance plays a key role in operational success.
- Gain exposure to both domestic and cross-border financial processes.
- Join a supportive, professional team that values precision, teamwork, and growth.

HOW TO APPLY

Please click the link above or email your CV and supporting documents to careers@imagemakers.co.za by 15 November 2025.

Please note, that if you do not meet the minimum requirements you will not be considered.