



# Junior Bookkeeper and Inventory Controller

## FULL-TIME CONTRACT POSITION - JOB DESCRIPTION

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### ABOUT KWEZA

Kweza Brewery is Rwanda's first and only craft brewery. We are women owned, women led and women brewed. We make world-class beer using native ingredients and sustainable processes while supporting the empowerment of women in Africa. Kweza means "harvest" and "purity" in Kinyarwanda. This name fits with Kweza's mission to celebrate Rwanda's flora and ingredients through Kweza beer.

Kweza is an exciting stage of its growth. We have just opened a new facility with a 1000 Liter brewhouse, and we are selling wholesale beer and operating a taproom/ tasting room attached to the brewery, which provides brewery tours, tastings, events, and off site event coordination.

### SUMMARY

We are seeking a detail-oriented and organized Junior Bookkeeper and Inventory Controller to join our team. This role involves managing day-to-day accounting and inventory tasks, ensuring accurate record keeping, and supporting our financial and operational goals.

### KEY RESPONSIBILITIES:

- Maintain financial records and ensure data accuracy in our accounting software and spreadsheets.
- Manage inventory control processes, including tracking, analysis, and reporting, using FIFO (First-In, First-Out) principles.
- Assist in data collection for monthly and annual financial reporting and audits.
- Collaborate with other departments to ensure inventory and financial compliance.
- Implement and maintain organized filing systems to uphold excellent record-keeping practices.
- Maintain records related to Good Manufacturing Practices.

### CONTRACT LENGTH

This is a one-year renewable contract position.



## REQUIREMENTS

- English required
- Kinyarwanda preferred
- Proficiency in accounting software and Microsoft Excel.
- Basic knowledge of inventory management principles, especially FIFO.
- Strong organizational and time-management skills.
- Excellent attention to detail and ability to multitask.
- Effective communication skills, both written and verbal.

## PREFERRED QUALIFICATIONS

- Educational background in finance, accounting, or related fields.
- Experience in the food or beverage manufacturing industry.

## APPLY

Send a CV and Cover Letter to [cheers@kwezabrewery.com](mailto:cheers@kwezabrewery.com) by 31st May, 2024.