

Chief Financial Officer (CFO)

Job description

We are looking for an experienced Chief Financial Officer (CFO) to perform operational duties such as financial planning and tax, stewardship and compliance, financial strategy management and serve as a catalyst for change, he/ she will work closely with the heads of the departments to achieve the overall performance targets of Bourbon coffee

ABOUT BOURBON COFFEE LTD

Bourbon Coffee opened in Rwanda in 2007, with an objective of enriching lives of good coffee farmers and their families. Since then, Bourbon has expanded to eight retail locations across Kigali and the USA telling the stories of Rwanda and its coffee farmers and re-writing their history to an international audience through our products.

We believe that creating a delicious and superior coffee starts at the crop and ends in your cup. From the selective picking of the ripest cherries, to the submerged natural fermentation and naturally sundried beans, our coffee is the highest quality. Bourbon Coffee originates from the five coffee regions of Rwanda; Muhazi, Akagera, Kizi Rift, Virunga and Kivu lake. Each region has its own signature taste which varies from Spice, Pecan, Sweet, Chocolate, Jasmine, Floral, Cocoa, Tea or Berry taste.

Reporting

The Executive director, Finance Committee, Board of directors and shareholders.

Job description

- Perform financial analysis and reporting to management as needed.
- Liaise with external auditors in preparations of financial reports as per IFRS guideline
- Ensure there is return on investments in every investment made
- Liaise with the Financial controller to ensure costs are maintained at minimal while revenues maximised
- Prepare monthly and quarterly reports to present to the finance committee with set timelines
- Review month-end accounting activities such as Income statement, reconciliations and journal entries from the junior staff
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Respond to accounting inquiries from management in a timely manner.
- Ensure all the accounting practices are in line with the current Finance manual, review and recommend changes of the same
- Ensure that Finance department meets accounting and period end and other periodic reporting deadlines
- Ensure the Fixed asset register is kept up to date

2nd Floor, MTN Centre, KG9 Ave, Nyarutarama, Kigali | P.O Box 6233 Kigali, Rwanda

E: info@bourboncoffee.rw | W: www.bourboncoffee.rw

- Ensure regular reconciliations for all balance sheet accounts are performed on a timely basis
- Advice management on any changes to be made to ensure business runs smoothly
- Perform regular analytics of trial Balance and General Ledger for accuracy of financial reports
- Review all the expenditures if within the budget and ensure these are well supported with Rwanda revenue approved EBM prior to payments
- Work with senior managers to efficiently develop budget proposals, provide access to project finance information, and ensure contract compliance and reporting
- Maintain an effective filing system of financial documentation and ensure they can be accessed on demand within reasonable time
- In liaison with HR, ensure effective Effort Reporting (timesheet-payroll reconciliation) and relevant taxes paid on time
- Coordinate the preparation of Monthly, Quarterly and Annual Financial Reports.
- Support finance staff to set clear performance objectives.
- Clerical activities acting of behalf Bourbon Coffee vis-a-vis local authorities that is RRA, MAGERWA, RSSB, Banks
- Supporting taxation and compliance issues with the Rwanda revenue Authority guide lines and timelines

Skills

- Minimum 10 years' experience as CFO or relevant role
- In depth knowledge of corporate financial law and risk management practices
- Experience in International Financial reporting standards (IFRS) and Generally Accepted Accounting Standards (GAAP)
- Understanding of advanced accounting, regulatory issues, and tax planning
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of QuickBooks
- Audit experience and understanding the audit process and procedures
- Ability to strategize and solve problems
- Strong leadership, Communication and organizational skills

Requirements for application

- Application letter explaining your suitability for the position
- Curriculum vitae with three referee names and contacts
- Notarized Academic Documents and certificates
- Proof of ACCA or CPA completion
- BSc/BA in Accounting or Finance
- MSc/MBA is an added advantage
- Criminal Record Form
- National ID



Languages

- English
- Basic knowledge of Kinyarwanda, French and Swahili is an added advantage

Contact Person

Mr. Vincent Malaizé
Executive Director
Email: vmalaize@bourboncoffee.rw

2nd Floor, MTN Centre, KG9 Ave, Nyarutarama, Kigali | P.O Box 6233 Kigali, Rwanda

E: info@bourboncoffee.rw | W: www.bourboncoffee.rw