



Job Title: Bookkeeper

Location: Asmara Coffee 51 5th St, Wynberg 2029

Reports to: COO

Job Type: Full-Time

Overview:

We are looking for a detail-oriented and organized Bookkeeper to join our dynamic team at Asmara Coffee Roastery & Cafe. As a key member of our finance team, you will be responsible for maintaining accurate financial records, ensuring smooth financial operations, and supporting management with insights for informed decision-making. Your role will help us manage cash flow, monitor expenses, and ensure we stay on top of all financial obligations in a busy cafe and roaster environment.

Key Responsibilities:

- Maintain and update accurate financial records, including accounts payable, accounts receivable, and payroll.
- Manage and reconcile daily cash flow and bank statements.
- Prepare and process monthly, quarterly, and yearly financial reports (P&L, Balance Sheets).
- Ensure all transactions are compliant with relevant tax laws and regulations.
- Support in the preparation of tax returns, working with external accountants as needed.
- Track and reconcile inventory costs, including raw materials and finished products.
- Assist in preparing budgets and forecasting future financial trends.
- Monitor and record all business-related transactions such as expenses, purchases, sales, and operational costs.
- Process vendor invoices and track payments.
- Prepare financial statements and reports for management review.
- Work with suppliers, vendors, and other partners to ensure timely and accurate billing and payment.
- Manage employee payroll, ensuring proper tax deductions and timely processing.

Skills and Qualifications:

- Accounting Diploma/Degree or equivalent with min 2yrs experience
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- Proven experience as a bookkeeper or in a similar financial role.
- Proficient in accounting software (Pastel Sage or similar platforms).
- Solid understanding of accounting principles and financial regulations.
- Experience with small business accounting in Food manufacturing, hospitality or foodservice industry is preferred.
- Strong attention to detail, analytical skills, and ability to maintain accuracy in a fast-paced environment.
- Excellent organizational and time-management skills.
- Ability to work independently and as part of a team.
- Strong communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Excel, Word, etc.).
- A degree in accounting, finance, or a related field is a plus but not required.



Global e-Talent

Working Conditions:

- Full-time – Mon to Friday
- Work will take place primarily in an office setting within the cafe/roastery.
- Some physical tasks may include organizing paperwork, managing receipts, or handling invoices.

