capitalsolutions
INSPIRE. TRANSFORM. BUILD.

WE ARE HIRING

Position: Finance & Administration Manager

Job Band: Management Band (Band 3)

Department: Finance & Administration

Reports To: Chief Executive Officer (CEO)

Directly Supervises: Finance & Administration Associate

Technical Advisory: Provides financial & tax expertise to SIF operations

Location: Kajjansi Kampala, Uganda

Contract Type: Fixed-Term / Part-Time Contract (Renewable subject to performance)

ABOUT CAPITAL SOLUTIONS LIMITED (CSL)

Capital Solutions Limited (CSL) is a premier social enterprise dedicated to transforming social enterprises and impact-driven organizations across East Africa through tailored financial services, advisory, and capacity-building solutions. We build sustainable ecosystems that enable social businesses to scale and drive lasting social impact. Capital Solutions Ltd runs other related party companies including the Social Investment Fund and the Social Entrepreneurship Association. These will be part of the reporting since they work as subsections of the organisations while semi-independent.

ROLE OVERVIEW

Are you a fully qualified CPA (U) of ACCA and tax professional looking to lead the financial governance of an impactful social enterprise builder? CSL is seeking a high-caliber **Finance & Administration Manager** to oversee the strategic integrity and operational precision of our Finance and Administration function.

Reporting directly to the CEO, you will set the professional standard for financial management across CSL that is ensuring total SME and grant compliance, leading statutory and tax management, overseeing budgets and external audits, and managing institutional risk. Additionally, you will serve as a technical tax and financial advisor to the Social Investment Fund (SIF) to strengthen its governance framework.

KEY RESPONSIBILITIES

- **Financial Oversight & Reporting:** Hold overall accountability for the accuracy of financial records. Oversee quarterly management accounts (IFRS compliant), review bank reconciliations by the 5th of each month, and maintain a robust internal controls framework.
- **Payment Review & Approval Thresholds:** Review and authorize payments and bank transactions within defined threshold limits before CEO sign-off, ensuring strict compliance with CSL's financial policies.

- **Tax Management & Statutory Compliance:** Lead CSL's tax planning and filing with zero tolerance for late submissions. Guarantee 100% compliance with URA (PAYE, VAT, WHT, Corporate Tax), NSSF, KCCA, and URSB obligations.
- **Budgeting, Donor Reporting & Audit:** Lead annual and project budgeting, conduct monthly variance analysis, manage donor financial reporting, and coordinate the annual external audit to secure a clean opinion.
- **Team Leadership & Office Administration:** Manage, mentor, and build capacity in the Finance & Administration Associate. Oversee asset register updates, facilities management, and administrative systems.
- **Technical Advisory to SIF:** Provide expert financial and tax advice to the SIF Manager on fund lending activities, tax implications (WHT, VAT), and investor financial reviews as requested by the CEO.

REQUIRED QUALIFICATIONS & EXPERIENCE

- **Education & Professional Body:**
  - Bachelor's degree in Accounting, Finance, Commerce, or a related field.
  - **Full CPA (U) or ACCA Qualification is MANDATORY** with active membership in the ICPAU or ACCA.
  - Postgraduate qualification in Taxation or Financial Management is a strong advantage.
- **Tax Expertise:** Deep, current working knowledge of Uganda's full tax regime (Income Tax Act, VAT Act, WHT, Excise Duty, URA portal management, and tax audits).
- **Experience: 5–7 years** of progressive financial management experience, including **2–3 years** in a senior accounting/management capacity.
- **Technical Skills:** Advanced IFRS proficiency, QuickBooks software mastery, donor grant financial reporting, budget monitoring, and internal risk mitigation.
- **Sector Background:** Experience in social enterprises, NGOs, microfinance, or impact investment sectors is highly desirable.

WHAT WE OFFER

- A senior executive role shaping financial governance across four dynamic revenue streams.
- High visibility with CSL Leadership, Board members, and institutional donors.
- A collaborative, performance-driven, and purpose-led working environment.

HOW TO APPLY

If you have the financial leadership, tax expertise, and professional discipline to drive CSL's financial excellence, Please submit your **Curriculum Vitae (CV)**, copies of your **CPA (U) certification**, and a **Cover Letter** highlighting your financial management and tax compliance track record to:

Email: sandraakatukunda624@gmail.com and cc capitalsolutionsug@gmail.com and info@capitalsolutionsug.com

Application Deadline: 23rd October 2026

Subject Line: *Application for Finance & Administration Manager - [Your Name]*

Capital Solutions Limited is an equal opportunity employer. Only shortlisted candidates will be contacted.