Strategic Engagement
"Building Capabilities"

Strategic Engagement Limited
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# FINANCE OFFICER

**Reports to:** Managing Partner
**Department:** Finance & Administration
**Duty Station:** Ntinda, Kampala

## Job Summary

The Finance Officer is responsible for managing all financial operations of Strategic Engagement Consulting Ltd, having been brought in-house to consolidate the function that was previously outsourced. The incumbent will work independently to establish, manage, and strengthen the organization's financial management systems, controls, and processes. This role demands a self-driven professional who can own the finance function end-to-end, ensuring accuracy, compliance, and sound financial stewardship to support the firm's continued growth across its consulting operations.

## Key Deliverables

1. Manage end-to-end accounts payable and receivable processes, ensuring timely invoicing, collections, and vendor payments in line with agreed terms.
2. Perform monthly bank reconciliations for all company accounts and resolve discrepancies in a timely manner.
3. Manage the complete payroll process including salary computations, statutory deductions (NSSF, PAYE), payslip generation, and timely remittances.
4. Ensure accurate and timely filing of all statutory tax obligations including VAT, WHT, PAYE, and annual corporate income tax returns with URA.
5. Establish, document, and enforce internal financial controls, policies, and accounting processes to safeguard company assets and ensure accuracy.
6. Manage petty cash including disbursements, reconciliations, and periodic replenishments in line with approved limits.
7. Maintain complete and well-organized financial records including journals, ledgers, contracts, and supporting documentation in both digital and physical formats.
8. Prepare monthly management accounts and periodic financial reports for the Managing Partner, highlighting variances, trends, and recommendations.
9. Coordinate the annual external audit process, including preparation of audit schedules, management of the audit team, and timely resolution of audit queries.
10. Support business development activities by preparing financial proposals, budget estimates for client engagements, and fee notes.
11. Lead the annual budgeting process and perform periodic budget monitoring, variance analysis, and re-forecasting.
12. Manage client billing cycles, track outstanding balances, and follow up on collections to maintain healthy cash flow.

## Expected Outputs

i. Accurate and up-to-date books of accounts maintained at all times.

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ii. Statutory returns filed on time with zero penalties or late submission fines.
iii. Monthly payroll processed accurately and staff paid on or before the due date.
iv. Bank reconciliation statements completed by the 5th of each month.
v. Monthly management accounts submitted to the Managing Partner within 10 days of month-end.
vi. Annual audit completed within agreed timelines with clean or unqualified opinion.
vii. Financial proposals and fee notes prepared within 24 hours of request.
viii. Budget monitoring reports produced quarterly with clear variance explanations.
ix. Petty cash reconciled weekly with no unresolved discrepancies.
x. All financial records filed and retrievable within one business day.

**Qualifications**

A Bachelor's Degree in Finance, Accounting, Commerce, or a related field is required. Possession of ACCA or CPA Level III and above Will be added Advantage

**Experience**

A minimum of 3 years of progressive experience in financial accounting, with at least 1 year in a similar standalone finance role. Prior experience in a consulting, professional services, or SME environment where the individual managed the full finance function independently will be highly advantageous. Demonstrated experience in handling payroll, tax compliance, and external audit coordination is essential.

**Competencies**

i. Strong proficiency in accounting software (e.g., QuickBooks, Tally, or equivalent) and Microsoft Excel.
ii. In-depth knowledge of Uganda's tax laws, NSSF regulations, and financial reporting standards.
iii. High level of accuracy, integrity, and attention to detail in all financial transactions.
iv. Ability to work independently with minimal supervision and take full ownership of the finance function.
v. Excellent analytical and problem-solving skills with ability to interpret financial data and present actionable insights.
vi. Strong organizational skills with the ability to manage multiple deadlines simultaneously.
vii. Good communication skills and ability to engage confidently with the Managing Partner, clients, and external auditors.
13. Proactive, self-starter mindset aligned with the firm's entrepreneurial culture.

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**Working Environment**

This is a full-time, in-house role based at Strategic Engagement Consulting Ltd's head office in Kampala. The Finance Officer will work closely with the Managing Partner and will be the primary finance resource for the firm. The role requires a high degree of independence, discretion, and professionalism. The individual will be expected to build the finance function from the ground up, transitioning financial management from an outsourced model to a fully in-house operation. Occasional travel to client sites or regulatory offices may be required.

**Performance Metrics**

i. Timely and accurate preparation of monthly management accounts and financial reports.
ii. Zero penalties arising from late tax filings or statutory non-compliance.
iii. Accuracy and completeness of payroll processing and remittances.
iv. Timeliness of bank reconciliations and resolution of outstanding items.
v. Quality and completeness of audit preparation, resulting in unqualified audit opinion.
vi. Turnaround time on financial proposals and client billing.
vii. Effectiveness of internal controls as assessed through periodic reviews.
viii. Overall contribution to the firm's financial health, cash flow management, and growth objectives.