

Finance Manager

Location: Kampala, Uganda · Scope: Full-time · Contract duration: Fixed term to December 2028; with a possibility for extension

adelphi global gGmbH is an independent think-and-do tank for climate, environment and development. 50 bright minds work locally and globally on environmental and sustainability issues and on the challenges of political, economic and societal transformation. With us, you can expect exciting tasks in a diverse international environment.

Bring your ideas and expertise to our interdisciplinary, international teams and benefit from interconnected learning and working as well as flat hierarchies.

Your impact

adelphi global gGmbH is an economically and politically independent, international non-profit organization dedicated to promoting sustainability, enhancing environmental protection, improving education, expanding development cooperation, and strengthening international collaborations.

In Uganda, adelphi's work is grounded in three core pillars: green entrepreneurship support, access-to-finance advisory, and technical assistance for green finance.

Join our team in Kampala, Uganda, to strengthen our robust financial management systems.

Through the Uganda Green Enterprise Finance Accelerator (UGEFA) – a flagship initiative supporting the growth and financing of green enterprises – adelphi global is expanding its presence in East Africa, with operations based in Kampala, Uganda. UGEFA provides tailored business development support and facilitates access to finance for green micro, small and medium-sized enterprises (MSMEs), demonstrating that green enterprise can drive both economic growth and sustainability.

As In-Country Finance Manager, you will act as the operational link between adelphi's Kampala office and adelphi's headquarters in Germany, with a particular focus on financial management, controlling, reporting and administrative compliance. Working closely with the Project Director Uganda, you will strengthen the financial and administrative backbone of the country office, ensuring it operates in compliance with adelphi's and the donor's standards from day one. You will report to the Project Director Uganda.

Diversity is important to us. For a sustainable future, we need a diversity of experiences, backgrounds and perspectives.

Your Tasks

Financial Management and Controlling

- Act as the operational interface between the Kampala project office and adelphi headquarters in Germany on all financial management and controlling matters.
- Set up robust financial management systems and controls for the new country office together with adelphi global's Finance team in Germany,

including budgeting, forecasting, cashflow planning, payment processes, expenditure monitoring and controlling and reporting.

- Prepare and consolidate donor-compliant financial documentation and reporting, ensuring alignment with EU and adelphi requirements.
- Support audit processes and maintain audit readiness, including preparing supporting documentation and liaising with auditors and headquarters on queries.

Administration and Statutory Compliance

- Lead local administrative and accounting processes for the Kampala office, including bookkeeping, invoice processing, branch journal management and record keeping.
- Manage statutory and regulatory obligations in Uganda, including employer contributions to the National Social Security Fund (NSSF) and other applicable statutory requirements.
- Advance the operational set-up of the country office, including internal administrative processes, filing systems, and coordination routines with headquarters.
- Provide advisory cover on administrative and financial matters for the wider project team.

Training, Guidance and Team Coordination

- Coordinate and, where relevant, deliver training on administrative and financial processes for local team members, ensuring consistent application of adelphi's systems and standards.
- Act as the local point of contact for administrative and financial queries from the wider team, providing on-the-job guidance and troubleshooting.

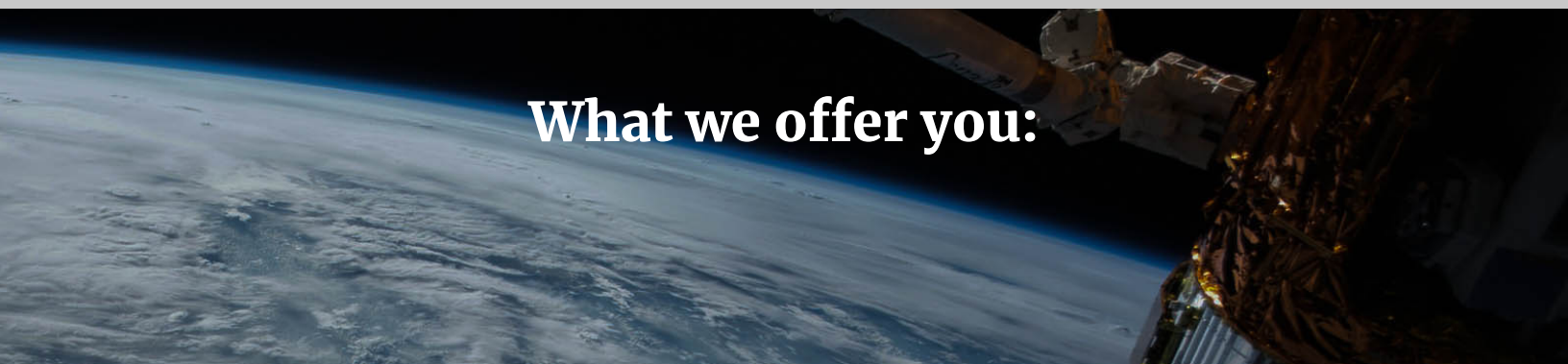
Quality Management and Coordination

- Ensure internal processes, documentation and reporting meet adelphi's quality standards and donor compliance requirements.
- Coordinate timelines, documentation flows and reporting deadlines between the Kampala office and headquarters.
- Support the Project Director Uganda in day-to-day office coordination and internal administrative decision-making.
- Support the implementation of UGEFA’s enterprise support in the context of access-to finance topics.

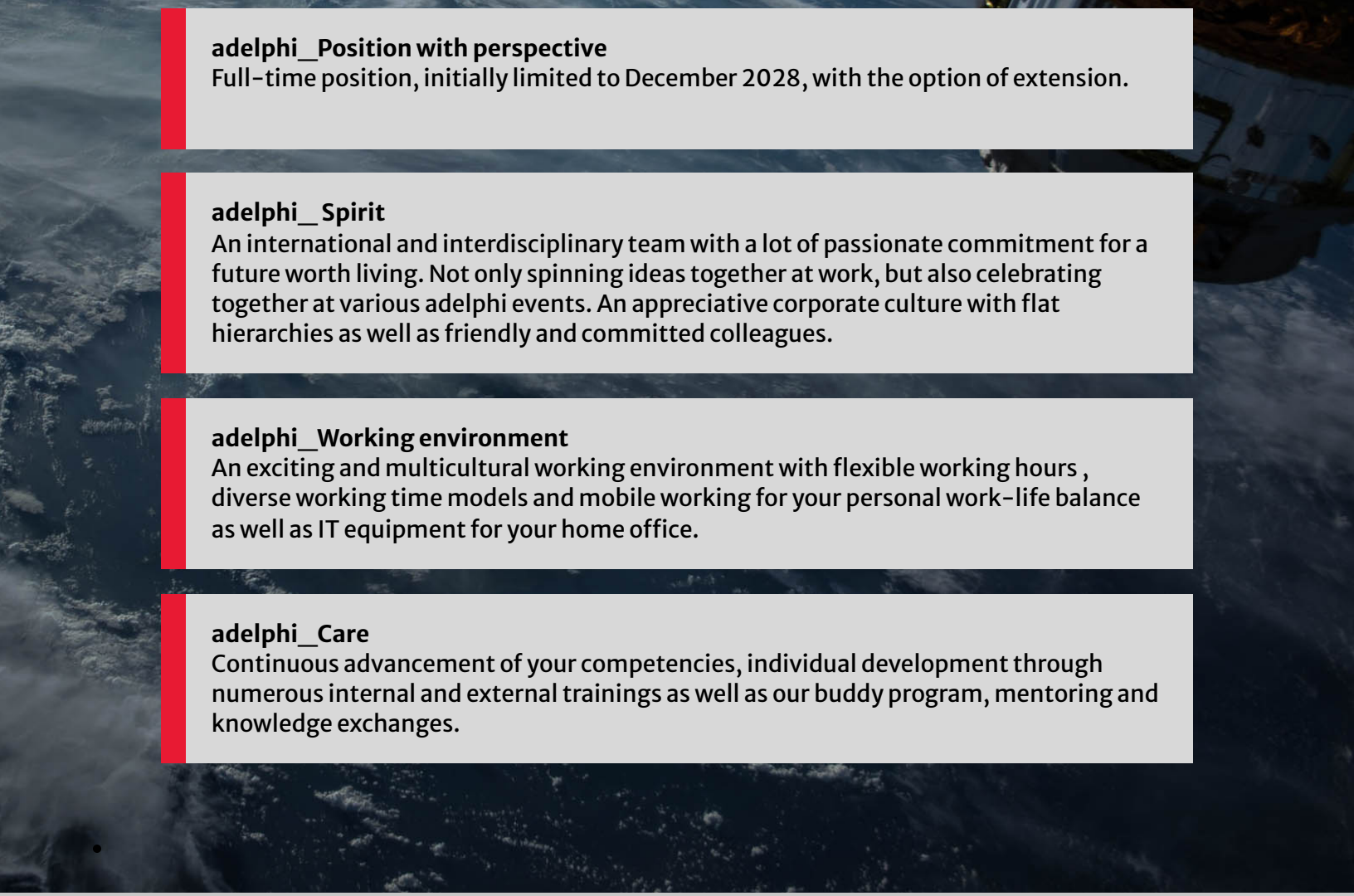
Your Profile

- Academic background in a relevant field (for example accounting, finance, business administration, or a related discipline); a professional accounting qualification (i.e. CPA or equivalent) is required.
- At least five years of relevant professional experience in financial management, controlling, or administration, ideally within an international NGO or donor-funded project environment.
- Sound knowledge of Ugandan statutory and regulatory requirements, including NSSF and other employer obligations.
- Experience with donor-compliant financial reporting and audit processes; experience with EU-funded projects is an asset.
- Strong administrative and organisational skills, with a coordination-focused rather than purely content-driven working style.
- Ability to work independently, take ownership of processes, and liaise effectively between local and headquarters teams.
- Experience guiding or coordinating the work of junior administrative staff, and confidence in delivering or coordinating training on administrative and financial processes.
- Facilitation or workshop experience is an asset but not a requirement for this role.
- Full professional proficiency in English is required.

Please note: Residency in Uganda as well as a valid work permit are required for this position. This position is based on a local Ugandan employment contract.



What we offer you:



adelphi_Position with perspective
Full-time position, initially limited to December 2028, with the option of extension.

adelphi_Spirit
An international and interdisciplinary team with a lot of passionate commitment for a future worth living. Not only spinning ideas together at work, but also celebrating together at various adelphi events. An appreciative corporate culture with flat hierarchies as well as friendly and committed colleagues.

adelphi_Working environment
An exciting and multicultural working environment with flexible working hours , diverse working time models and mobile working for your personal work-life balance as well as IT equipment for your home office.

adelphi_Care
Continuous advancement of your competencies, individual development through numerous internal and external trainings as well as our buddy program, mentoring and knowledge exchanges.

Your application

Does this sound exciting to you?

Then we look forward to receiving your application. Please send us your complete documents (including CV, copies of certificates and information on your availability) **as soon as possible**. Please use our online application form for this purpose.

Just click the **"Apply"** button to reach the application form. Thanks and good luck!