

We are looking for a...

Finance and Human Resources Officer

Masaka/Kampala · Full-time · Start Date: 15 October 2026

About Elucid

Elucid is a Berlin-based social enterprise helping global companies extend affordable, high-quality healthcare to smallholder farmers and workers in their supply chains. Our programs operate across sectors, including cocoa, coffee, bananas, rubber, cotton, and textiles, and are implemented in partnership with local organisations in six countries.

We work with companies such as Hershey's, JDE Peet's and Tony's Chocolonely alongside institutional partners like Gavi, GIZ, KfW and others. Our work combines health programme delivery with rigorous measurement, so that the companies and institutions we work with can see, and report on, what their investment actually changes for the people in their supply chains.

Elucid Health Uganda is a locally-registered non-profit entity based in Uganda and serves as the in-country implementing partner for Elucid. Our team works directly with producer cooperatives, communities, and local stakeholders across key supply chains, including coffee, cocoa, and cotton, to bring Elucid's programs to life on the ground — from enrollment and healthcare delivery to farmer engagement and field-level data collection.

Elucid is a fast-growing, mission-driven team representing more than 20 nationalities.

Role Overview

As Finance and HR Officer you are the financial and administrative backbone of our Uganda country office. You report to the Country Director of Elucid Health Uganda, and you work day to day with the finance team at our Berlin headquarters, who set the accounting, reporting and control standards you apply in the country.

This is a hands-on role: you run the country office's bookkeeping, payroll, statutory filings and HR administration yourself rather than supervising a team that does it. Roughly 70% of your time is finance and 30% HR and office administration. You support a country team of 29 staff and field teams working in coffee growing sub-regions of Ankole and Greater Masaka.

In practice, you are the person who makes sure that **every shilling Elucid spends in Uganda is documented, correctly coded and defensible to our auditors, to the Uganda Revenue Authority**, and to the **corporate and institutional partners** who fund our programmes. You will need to be comfortable holding that line with colleagues who are in a hurry.

Your Role

1. Finance Responsibilities

1.1 Bookkeeping and month-end close

- Maintain the country office's books in [accounting software], ensuring every transaction is recorded promptly, coded to the right project and cost category, and backed by a valid document.
- Close the month and submit the country's financial report to headquarters by the agreed deadline.
- Reconcile all bank and mobile money accounts monthly, and resolve reconciling items rather than carrying them forward.

1.2 Budgeting, forecasting and reporting:

- Prepare country and project budgets together with the Country Director and programme leads, maintain realistic cash forecasts, ensure timely submission of cash transfer requests to headquarters
- Support programme colleagues in reading, monitoring and using their budgets
- Prepare project financial reports for corporate clients and institutional funders in their formats and to their deadlines
- Ensure alignment of expenditure with the approved budget and cash forecast and obtain approval for any deviation before the expenditure is incurred.
- Financial reporting and audit support – timely preparation of periodic financial reports for management and preparation documentation to support internal or external audits.

1.3 Payments and internal controls

- Maintain the internal controls over cash, mobile money and field payments and propose improvements where you see gap
- Ensuring all costs are coded properly to the right project and cost category, reviewing every cash request and payment before it is processed .
- Verify every payment before it is made: complete and valid supporting documents, correct coding, and approval by the responsible manager.
- Pay suppliers promptly, and ensure staff advances are disbursed and liquidated on time.
- Ensure organization's suppliers in the field are paid promptly while staff advance requests are disbursed and expenditures liquidated in time.
- Support procurement: obtain and document quotations, check compliance with the procurement policy, and keep supplier and contract records complete.

1.4 Payroll, tax and statutory compliance

- Administer staff payroll and ensure its smooth operation, verify staff attendance sheet, over time and any other claims
- Payroll processing – Preparing and processing staff salaries, statutory deductions (PAYE, NSSF, LST/Insurance), and ensuring timely remittance to relevant authorities.
- Tax compliance – Preparing and filing applicable tax returns (withholding tax, income tax) with the relevant revenue authority and ensuring the company stays compliant.
- Keep Elucid Health Uganda compliant with its NGO Bureau and URSB registration, reporting and annual filing obligations.

2. Human Resources Responsibilities and Office Administration

- **Run day-to-day HR processes:** recruitment logistics, offers and contracts, induction, probation confirmations, contract renewals and exit formalities and keep the HR calendar current.
- **Prepare and maintain all personnel records** (leave records, personnel filing, performance review report and HR matter) and related monthly HR information system.
- **Ensure that timesheets and leave schedules** for all staff are completed **regularly**.
- Ensure **HR practice complies** with **Ugandan labour law and Elucid policy**, flag to the Country Director where the two diverge.
- **Support the Country Director** in applying **Elucid's Code of Conduct**.
- Safeguarding and Anti-Fraud policies including making sure every staff member has read, signed and understood them
- **Administer staff benefits**, including medical cover.
- **Office administration:** Overseeing general office operations such as supplies, utilities, lease/rent management, and vendor contracts.

Who You Are

Essential:

- Degree in Accounting, Finance, Commerce, Business Administration, or a closely related field. At least 3 years' hands-on finance and accounting experience, including full responsibility for a month-end close
- Confident working in accounting software (for example QuickBooks, Sage, Xero or Odoo), and strong Excel skills.
- Meticulous with documentation, and comfortable telling a colleague that a payment cannot go through until the paperwork is right.
- Familiarity with Uganda tax requirements, including withholding tax and VAT treatment, and labor laws.
- Fluency in English is required and proficiency in Ugandan local languages will be an added advantage.

Desirable:

- ACCA or CPA, qualified or part-qualified

- Experience in a social enterprise, NGO or donor-funded organisation, including reporting to institutional funders.
- Experience combining finance with HR administration.
- Experience with mobile money-based field payments and advance liquidation.
- Proficiency in Ugandan local languages.

Why Join Us

- Play a critical role in making healthcare accessible in global supply chains
- Work directly with both smallholder communities and international clients
- Be part of a vibrant, diverse team that values integrity, teamwork, and responsibility
- Enjoy flexibility, room for growth, and the chance to shape Elucid's presence in-country
- Competitive salary and meaningful opportunities for learning and development

How To Apply

Please submit your CV and Cover Letter via the [Google Form](#).

Applications shall be reviewed on a rolling basis and may close the role early by September 15, 2026, if we find the right person; **so please apply as soon as you are ready.**

Shortlisted candidates will be invited to a first interview in the week of 22 September and asked to complete a short, practical finance exercise.

Elucid is an **equal-opportunity employer** committed to building a diverse and inclusive team. For more about our work, visit our [website](#) or connect with us on [LinkedIn](#).

