



FINANCE TRUST BANK

Finance Trust Bank was licensed as a Tier 1 Commercial Bank on 11th November, 2013, taking over the financial services business of Uganda Finance Trust Limited (MDI). Today Finance Trust Bank is a fully-fledged commercial bank serving a clientele of over 500,000 depositors and over 37,000 borrowers, through a network of 35 branches country wide. The bank offers a variety of Products and services including; Savings, Current accounts, Loans, Money transfer services and Bills payments to its target market which comprises of micro, small and medium entrepreneurs, salary earners and youth.

In order to meet the needs of its growing customer base, the company is seeking to recruit dynamic, self-motivated, result oriented professionals to fill the following position;

1. Senior HR Officer – Payroll & Operations 1 Position

The position reports directly to Human Resource Manager-Shared Services.

Role of the Job:

The incumbent will be accountable for accurate administration of pay and benefits processes (including but not limited to administration of the payroll) in line with the Banks compensation policy and is accountable for delivering routine employee welfare support services and day to day office support services

Key Result Areas:

Payroll & Benefits Administration

1. Implement the salary and administration processes which include generating the staff pay roll and ensure that salaries are paid on time, generation and distribution of pay slips, effect the deduction of staff loans and advances, incentives, commissions, gratuity and terminal benefits for current and ex staff and ensure the provisions for all are made.
2. Administer all matters relating to payroll as per procedures e.g. expense claims, implement approved changes to pay, enter PAYE, LST and NSSF information,
3. Manage and ensure storage of accurate payroll related records.
4. Manage budget utilization to ensure activities are within budget
5. Participates in preparation of HR departmental budget
6. Closely engage staff and respond to salary and benefits related queries and complaints.

7. Provide weekly staff head count report for decision making.
8. Ensure adequate supply of all departmental working tools & stationary.
9. Coordinate salary and employee surveys undertaken by the Bank and make recommendations accordingly.
10. Ensure the effective implementation of the group life scheme for all staff in line with the service level agreement.
11. Coordinate the Health and Safety function and ensure adherence to OSH in line with the HR policy, distribution of health safety materials.
12. Maintain all HR department service provider's contracts and ensure timely renewals
13. Manage relationships with the external HR service providers to monitor provision of employee's service needs.
14. Monitor HR initiatives & Projects and Participate in health awareness sessions
15. Coordinate benefit enrolments and removals and support the management/co- ordination of benefit claims for varied staff welfare services.
16. Support staff on boarding and induction processes including but not limited to registration on the company medical and insurance schemes and other applicable welfare facilities.

Minimum educational and technical competence requirements:

- Bachelor's degree in Commerce or Business Administration with major in Accounting
- Part professional qualifications like ACCA, CPA will be an added advantage
- At least (3) years working experience in a busy profit oriented Organisation preferably a financial Institution.
- Experience in payroll management
- Experience in implementing HR functionalities
- Knowledge of accounting principles.
- Willingness to meet deadlines on a consistent basis
- Excellent Computer skills
- Demonstrated high integrity, independence, objectivity, confidentiality and professionalism.
- Excellent analytical skills and attention to detail.
- Good report writing and presentation skills.
- Ability to reflect on one's own work as well as the wider consequences of financial decisions.

- Good oral and written communication skills.
- Ability to work well under pressure.
- Extreme trustworthiness

Applications:

Suitably qualified candidates should address their application to Head, Human Resource, Finance Trust Bank, TWED PLAZA, Plot 22B, Lumumba avenue, Kampala, Uganda, and email it to jobs@financetrust.co.ug. as well as photocopies of academic testimonials, and a CV. The CV should include telephone contacts and email addresses of three referees, one of who should be the most recent employer.

Closing date for submission of the applications is **15th December ,2024**. *Only shortlisted candidates will be contacted directly on Tel. Numbers 0312 222600 or 0414 341275 ONLY.*

Please note that in line with the Bank procedures, no job offers are made online.