



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. Manager HR Shared Services 1 Position

The position reports directly to Head Human Resources

Job Purpose:

Responsible for Planning, developing, and implementing the Bank's employee benefits and reward strategy ensuring that it is competitive, attracts the best talent and contributes to the retention of critical business skills.

Key Deliverables:

Reward Strategy

- Lead the development, implementation and management of the Bank's reward and compensation strategy by conducting annual bench mark surveys, advising Management and reviewing current practices and structures to ensure that the compensation structure is performance related, competitive, attracts quality potential employees and retain critical skills for the Bank.
- Payroll Management

Performance Management

- Develop and implement integrated Performance Management system within the Bank, with the goal of establishing a performance related pay framework.

Reward and Recognition

- Develop and manage the Bank's recognition frameworks and recommend best practices i.e. Employee of the year awards, CEO awards, functional and departmental awards.

Employee Insurance

- Managing and monitoring all employee insurance matters including GLA, GPA, WMC and medical benefits in collaboration with Administration department and external service providers to ensure that employees are receiving quality and timely insurance covers.

Employee Wellness & Relations

- Manage and monitor an internal Bank wellbeing (Employee Assistance Programs) system that ensure all employees receive the support and counselling services that they need to maintain a conducive working

environment to enhance staff performance

- Manage employee relations and resolving employee conflicts that arise through the Bank's policies and procedures (including but not limited to grievance and disciplinary matters, HIV/AIDS at the workplace).
- Oversee the Bank occupational health and safety environment and the necessary interventions needed

HR Information & Records

- Responsible for the Bank's HRMIS system and HR reporting; will act as custodian of the HR Data in the HR systems and ensure quality input of data by the HRBPs and other responsible parties; will conduct regular HR Analytics and reports and propose insights to the Head HR for consideration by the Eco and Line Management.

Risk Management

- Identify and manage the HR department operational risks and provide mitigating strategies.

Budgeting & Reporting

- Develop timely sourcing reports as per business requirement
- Participate and contribute to the HR division budgeting process by identifying the budgetary needs of the unit.

Managing Team Development and Performance

- Manage the performance and development of unit staff in line with set HR guidelines.

Minimum educational and technical competence and Person Specifications:

- Bachelor of Human Resources Management, Organizational and industrial psychology, Business Administration or related field.
- Professional Certification in HR practice (e.g., CIPD, CHRM) is added advantage.
- A minimum of 5 years' experience in HR practice in a busy commercial setting managerial Level.
- Preferably experience in a financial institution
- Sound Understanding of Ugandan labour laws and HR best practices.
- Proven experience in delivery of all core employee life cycle processes.
- Knowledge of modern HR management practices and emerging HR trends.
- Ability to demonstrate lateral understanding of all facets of the Business.
- Strong interpersonal and communication skills
- Strong analytical skills
- Ability to multi task and work to deadlines.
- Self-discipline and self-drive.
- Team player
- People management skills
- Leading and Supervising
- Planning & Organizing

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.