

We're Hiring



Housing
Finance
Bank

Housing Finance Bank, is a Commercial Bank and the leading provider of housing finance solutions with a vision to be the preferred consumer and business bank with a focus on housing finance. To efficiently and effectively attain its strategic objectives, Housing Finance Bank is seeking to hire qualified, versatile and self-driven individuals to fill vacant positions in its establishment as follows;

Job Title: Audit Supervisor

Job Grade: HFB 5A

Department: Internal Audit

Reports To: Manager Operations Audit

Direct Reports: Audit Officers

Job Purpose:

To provide independent assurance and advisory services on the effectiveness of the Bank's framework of risk management, control, and governance processes.

Key Result Areas

1. Identify and evaluate the Bank's risk areas and provides key input to the development of the Annual Audit Plan.
2. Conduct audit planning that includes; defining engagement scope, designing work programs, allocating resources and timelines.
3. Perform audit procedures to include; identifying, analyzing, evaluating and documenting sufficient information while observing independent judgement to achieve engagement objectives.
4. Supervise audit engagements to ensure objectives are achieved; quality assured and staff is developed.
5. Communicate the results of the engagements in an accurate, clear, objective, concise, constructive, complete and in a timely manner.
6. Develop and maintain productive client and staff relationship through individual contacts and group meetings.
7. Review and certify Bank of Uganda returns assigned to you.
8. Provide training, coaching and guidance to Audit officers in conducting audits and other audit related issues.
9. Perform related work as assigned by Audit Management.

Person Specifications

Education & Training

- A holder of a Bachelor's Degree in Accounting, Finance, Statistics from an accredited College /University plus partial qualification of CIA, CPA, ACCA ,CISA or a holder of a full professional accounting qualification of CPA or ACCA.
- Certification as a CIA, knowledge of auditing, accounting, business analysis, or program evaluation shall be an added advantage

Skills & Experience

- A minimum of four years' experience in auditing a financial institution, or having worked with an audit firm.
- Experience in use of ACL or any similar data analysis tool shall be an added advantage.

Business Behaviours

- Strong interpersonal skills and a good team player.
- Outstanding quantitative, analytical, problem solving and organizational skills.
- Good negotiation skills.
- Good communication skills both verbal and written.
- Personal commitment to meet or exceed all targets and objectives.
- Utmost professional integrity.
- Demonstrated ability to execute and deliver under challenging circumstances.

Job Title: Business Banker (3)

Job Grade: HFB 4A

Department: Mortgage & Consumer Banking

Reports To: Branch Manager

Direct Reports: None

Job Purpose:

Provide a pro-active business banking sales and service management function that will retain and grow a portfolio of SME customers by identifying and implementing value adding and specialized financial product solutions from a range of standard and/or customized offering.

Key Result Areas

1. The Business Banker will ensure adherence to the service standards and provide excellent customer service.
2. Receive and verify customer documents for account opening, loan facilities, account amendments and any other customer instruction.
3. Acquire new business relationships and accounts while growing the portfolio balance sheet as per set targets
4. Manage credit and operational risk in account opening and loan processing
5. Manage the loan portfolio through active participation in branch Credit Committee meetings, monitor/manage pre-Non Performing Loans (NPLs) and fully recover bank funds.
6. Develop and execute an operational plan to support the branch and the Bank's overall business strategies while delivering targeted achievements on business and institutional client growth, fees/commission and interest income.
7. Ensure the provision of adequate and efficient relationship management to business and institutional clients, in terms of quick transaction turnaround and resolution of their queries/problems.
8. Provide timely professional direction/advice on all business and institutional client matters within the Branch/Bank.

Person Specifications

Education & Training

- A Bachelor's degree in Business Studies or a related field from a recognized university

Skills & Experience

- A minimum of two years sales experience in branch business banking
- Good knowledge of the Business Banking value proposition
- Knowledge of risk management and credit principles of banking
- Understanding of financial statements.
- Strong numeracy skills
- Business and financial advisory skills
- Credit and Financial Analysis skills
- Strong communication skills

Business Behaviours

- Ability to adhere to all reporting and record-keeping requirements as outlined by Branch Management, head office stakeholders and duly-mandated external parties to ensure compliance to internal and regulatory standards.
- Managing the end-to-end process for all account relationships opened and credit applications initiated to ensure a smooth deal flow whilst meeting / exceeding revenue targets
- Excellent inter-personal skills to enable interaction and the establishment of positive relationships with all Bank employees and support departments.
- Able to maintain professional internal and external relationships that meet the Bank's core values.

Interested candidates should submit their applications with a recent CV, copies of all academic transcripts, certificates and testimonials, daytime telephone contact, postal and email address and three competent referees **not later than Tuesday, 18th January 2022 by 5:00pm to:**

**Chief Human Resources Officer
Housing Finance Bank,
Investment House
4 Wampewo Avenue, Kololo**

Please take note that all applications should be sent by email to **Recruitment@housingfinance.co.ug. DO NOT HAND DELIVER YOUR APPLICATION.**

ONLY shortlisted candidates will be contacted and any form of canvassing will lead to automatic disqualification.