



# Can you make a great Manager Custodial Services?

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 attain its strategic objectives efficiently and effectively, Housing Finance Bank is seeking to hire a qualified, versatile, and self-driven individual to fill one vacant position in its establishment below;

## Job Title: Manager Custodial Services (1)

**Department:** Business & Institutional Banking

**Reports To:** Head Business & Institutional Banking

**Grade:** HFB 6C

**Direct Reports:** **Direct** - Custodial Services Officers;

**Indirect** - None

**Interacts/interfaces with:**

**Internal** - Business Teams, Branch Teams, H/O Operations Teams, Treasury/Finance Team, Compliance Team

**External** - Key Treasury Customers, HFB Business Partners, Regulators

## Job Purpose

1. Manager Custodial Services is accountable for growing custodial business and to enable clients meet their investment objectives by efficiently executing trades domestically, regionally, and globally.
2. The role holder will be responsible for efficient processing of pooled funds including pension contributions

## Key Result Areas

1. Process Trade Instructions in a wide range of asset classes such as Equities, Bonds, Treasury bills, fixed deposit receipts, Forex, etc.
2. Process transfers and keep appropriate records regardless of whether the securities have been issued in book-entry form or as certificates.
3. Management of client's asset portfolio in various asset-classes like securities through various depositories.
4. Constantly review and ensure adherence to internal controls and compliance to regulatory risk management teams.
5. Manage and coordinate all services related to securities in custody such as dividend/interest proceeds collection and related tax treatment, redemptions, splits, subscriptions, conversions, AGM announcements, and proxy voting besides many others.
6. Maintain a complete database of all corporate actions in the market related mainly to a client's assets using several informational sources.
7. At the client's instructions, manage & coordinate proxy voting in companies where HFB clients hold stocks, and to act in accordance with the principles of good corporate governance.
8. At the client's instructions, coordinate HFB's representatives to attend the General Meeting and cast votes on behalf of the client according to their instructions either on a case-by-case basis or on a standing instruction basis.
9. At the client's instructions, manage & coordinate all income proceeds payment collection such as dividend, interest, principal, and redemption.
10. Inform HFB clients in good time of upcoming interest payment, distributions and capital repayments relating to fund assets.
11. At the client's instructions, manage & coordinate tax compliance and processing for both local and foreign investors.
12. Process tax withholding and reclaims and provides clients with comprehensive information on all applicable tax laws and regulations, double taxation treatment, and tax documentation and reported any amendments as soon as available.
13. At the client's instructions, manage & coordinate cash management services for both local and foreign-based investors including reconciliation, transactions in the Foreign Exchange Marketplace, Spot and Forward transactions execution etc.
14. Carry out any other duties as may be duly assigned.

## Financial Responsibility

1. Responsible for delivering the custodial services business & financial targets as will be agreed using different parameters esp. on product mix, customer numbers, Balance sheet and revenue growth.
2. Responsible for avoiding any regulatory penalties relating to Custodial Services operations.

## Education & Training

1. A Business degree in finance, Commerce, Business Administration, Economics, Statistics, management, or any relevant field.
2. Possession of a Certified banking qualification in a relevant field would be an added advantage.
3. Relevant practical training in banking custodial services and/or Treasury operations.

## Skills & Experience

1. A minimum of 3 years' experience, two of which must have been in custodial services and/or treasury role.
2. A high degree of accuracy is required
3. This position requires strong professional behaviour, excellent communication, good attention to detail and willingness to learn.
4. Ability to work under pressure and manage deadlines
5. Ability to implement translate regulatory reporting requirements.
6. Knowledge of custodial services and/or Treasury Operations.
7. Sound knowledge of general banking law and practices including AML & Financial Crimes practices.

## Business Behaviours

1. Takes clear accountability and focuses on delivery of operations & treasury goals.
2. Excellence Orientation: disposed to setting and achieving high standards of excellence in all spheres of the job.
3. Organizational Alertness: capacity to appreciate and understand how job fits in with other jobs and overall job structure of the organization; and the importance of regulations and company policies & procedures.
4. Provides extraordinary service
5. Must be a person of impeccable integrity.

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 **Friday 19<sup>th</sup> April 2024 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.

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

## Guidelines for submitting Documents

1. Ensure that all your documents are scanned and submitted in 1 single batch using the following order:
  - **Application letter**
  - **Curriculum Vitae (CV)**
  - **Academic Documents and Certificates**
2. The maximum document size is 10 MB.
3. Please indicate the name of the position you are applying for in the subject.