

Exciting Career Opportunity

Job Title • Supervisor Treasury Back Office



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

Supervisor Treasury Back Office

Department: Operations

Reports To: Manager Treasury Back Office

Direct Reports:

Direct - Settlement and Verification Officer

Indirect - Reconciliation and Verification teams
- Payments team

Interacts/Interfaces with:

Internal - Treasury Department
- Custodial Services
- Finance Department
- Audit Department
- Compliance Department
- IT Department
- Risk Department

External - Regulators – Bank of Uganda
- Counterparties

Job Purpose:

- Supervise the Treasury Back Office team for effective processing of treasury transactions in line with the Bank's operational policies and regulatory requirements. Develop key performance indicators for direct reports and monitor staff productivity.
- Drive compliant and risk management best practices within the Treasury Back Office team, by continuously reviewing processes to identify areas of continuous improvement.

Key Result Areas:

1. Prepare various performance reports in respect to the Banks investments in Government securities at Amortized Costs and share with stakeholders to aid decision making.
2. Prepare a maturities analysis of contractual receivables and payables resulting from Investments in Treasury Bonds HTM.
3. Prepare accurate year to date movement schedule of investments in Treasury Bonds HTM.
4. Review monthly reconciliation schedules of Investments in TBILLS at AMC for accuracy and advise on any corrective actions.
5. Review monthly reconciliations of interbank money markets for accuracy and advise on any corrective actions.
6. Provide accurate data for the Monthly Interest rate return to Finance.
7. Reconcile the Banks investments in Government securities with the CSD to ensure accurate holdings.
8. Develop KRAs for direct reports and supervise the daily operations of the section and ensure maximum.
9. Verify and Authorize transactions in line with the operations policies.
10. Ensure compliance in regulatory reporting in respect to accuracy and reporting timelines to prevent and penalties.
11. Prepare a monthly schedule of un- matured forex deals, adjustments to the trial balance and the corresponding computation of counterparty risk and advise Finance accordingly.

Financial Responsibility:

- Losses from erroneous transactions
- Penalties due to non-compliance and erroneous reporting

Person Specifications

Education & Training:

1. Honours Degree in Statistics, Actuarial sciences, Quantitive Economics, or any other Business-related course.
2. 5 years' experience in Banking Operations specifically in Treasury and Investment Management
3. Partial or full ACI – Operations Certification is required
4. Partial or full CPA is added advantage.

Skills & Experience:

1. Excellent knowledge of accounting practices and procedures
2. Sound knowledge of Financial and Risk management policies
3. Sound knowledge of Investment and Treasury activities
4. Sound knowledge and exposure to regulatory reporting
5. Exposure in preparation and Interpretation of Financial Reports
6. Cultivating a positive work environment that encourages creativity, productivity, and engagement for all team members.
7. 5 years' banking experience with at least 3 years in treasury operations

Business Behaviours:

- Good interpersonal and communication skills
- Ability to handle multiple tasks and meet deadlines.
- Proactiveness

Interested candidates should send 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 **Friday, 25th April, 2025 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 take 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 MBs.
3. Please indicate the name of the position you are applying for in the subject.