



FINANCE TRUST BANK

JOB OPPORTUNITY

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. EXECUTIVE SECRETARY

This position reports directly to the Managing Director and will be based at Head Office.

Role of the Job:

To oversee the Executive office through providing administrative support to the MD.

Key Result Areas:

- Manage the MD's office through ensuring delivery of an efficient service.
- Ensure communication of the MD is received by relevant stakeholders.
- Draft correspondence on behalf of the MD.
- Receive and dispatch correspondence to and from the executive office.
- Provide general research support as required by the MD.
- Liaise with the relevant persons and prepare presentations for the MD during workshops and conferences as and when required.
- Coordinate and make bookings for dinners, luncheons for stakeholders, that is, Board members and visitors.
- Type letters, memos and reports generated by the MD
- Maintain office security and confidentiality of classified information
- Monitors and oversees general cleanliness of the entire Executive office daily.
- Maintain a filing system.
- Coordinate the preparation of all board papers and file them.
- Organize, ensure proper facilitation and coordinate meetings for the Board, management and different stakeholders.
- Take minutes for management meetings, send notices for meetings, provide appropriate materials.
- Prepare and maintain an appointment schedule for the MD in a dairy daily.
- Any other duties as assigned by the Managing Director from time to time

Minimum educational and technical competence requirements:

- Bachelor's degree in Secretarial studies or related field.
- Minimum of 3 years' continuous experience at least 2 years in a similar position
- Must have critical thinking, analytical, attention to detail and problem-solving skills.
- Computer literacy
- Good verbal and written communication skills
- Team player, ability to work under pressure and in position to exercise excellent judgment.
- The ability to communicate clearly in a professional manner is deemed essential.
- Ability to build functioning working relationships
- Ability to take decisions and progress towards goals in conditions of uncertainty.
- Ability to demonstrate positive image and up hold FTB values.
- Must be a person of integrity
- Sense of confidentiality,
- Highly organised and pleasant personality
- Willingness to work odd hours.
- Ability to demonstrate positive image and up hold FTB values.

Position carries an attractive salary and benefits package.

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 **1st April,2023**. *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.