



FINANCE TRUST BANK

Finance Trust Bank (FTB) is now a Tier 2 Financial Institution that is regulated by the Central Bank of Uganda. The bank serves a clientele of over 300,000 depositors and over 37,000 borrowers, through a network of 34 branches countrywide. 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. 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. Senior HR Officer – Payroll & Operations 1 Position

The position reports directly to Manager HR Shared Services.

Role of the Job:

The incumbent will be accountable for accurate administration of pay and benefits processes including but not limited to administration of the payroll in line with the Banks compensation policy and is accountable for delivering routine employee welfare support services and day to day office support services. Leads the payroll process to ensure accurate and timely salary payments, proper handling of statutory deductions, and maintenance of up-to-date compensation records in compliance with labor laws and the Bank's policies and procedures.

Key Deliverables:

Payroll & Benefits Administration

- Responsible for accurate processing of the monthly payroll and salary payments to staff and management and administration of all payroll related records.
- Administer all matters relating to payroll as per procedures e.g. salary loan and advance deductions, expense claims, implement approved changes to pay, enter PAYE, LST and NSSF information.
- Ensure that all staff promptly receive their salary pay slips.
- Ensure timely processing of staff advances in line with the Bank's policies and procedures.
- Responsible for the integrity of payroll and benefits related data and records.
- Closely engage staff and respond to salary and benefits related queries and complaints.

HR Operations

- Obtain information about staff that impacts payroll from the different stakeholders. i.e external loan listings, internal loan listings, lists of staff incentives

etc.

- Prepare HR departmental budget and manage budget utilization to ensure activities are within budget.
- Calculate terminal benefits for current and ex- staff and ensure the provisions for all are made.
- Ensure adequate supply of all departmental working tools & stationery.
- Support salary surveys undertaken by the Bank.
- Coordinate salary and employee surveys undertaken by the Bank and make recommendations accordingly.
- Monitor HR initiatives and projects.
- Participate in all employee relations programs of the Bank.
- Ensure timely and accurate filing of all payroll related documents. Maintain an organized filing system ensuring compliance with internal policies and confidentiality standards.
- Support internal and external audit processes.
- And any other duties may be assigned by the immediate supervisor.

Minimum educational and technical competence requirements:

- Bachelor of Human Resources Management, organizational and industrial psychology or related field.
- PGD HR is added advantage.
- A minimum of three years' experience in HR.
- Sound Understanding of Ugandan labour laws and HR best practices.
- Proven skills in communication and engagement.
- Experience in customer service or client engagement.
- Close attention to detail.
- The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
- Strong skills in influencing others and relationship building
- Ability to demonstrate positive image and uphold the Bank's values
- Ability to effectively with multifunctional teams
- Must be a person of integrity.

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 whom should be the most recent employer.

Closing date for submission of the applications is **27 April 2026**. *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.