

# JOB ADVERT

## ABOUT UBA

United Bank for Africa (UBA) is one of Africa's leading financial institutions, with operations in twenty (20) countries and four (4) global financial centers: London, Paris, New York and Dubai. UBA has evolved into a Pan-African, provider of banking and related financial services through diverse channels globally.

United Bank for Africa Uganda represents UBA's pioneer country activities in the East and Southern African sub-region. With a growing network of branches and ATMs across the country, the bank continues to expand the retail and commercial playing field in Uganda by delivering unique financial products and solutions. The bank is seeking to recruit the following highly motivated, competent, result oriented and dynamic professionals for the following positions;

<b>JOB TITLE:</b>	<b>TEAM LEAD RECONCILIATION</b>
<b>DEPARTMENT/ UNIT:</b>	<b>OPERATIONS</b>
<b>REPORTS TO:</b>	<b>HEAD OF OPERATIONS</b>

## JOB OBJECTIVE(S)

- To oversee and manage daily reconciliation process within the unit while ensuring accuracy and timely resolution of discrepancies.

## DUTIES & RESPONSIBILITIES

- Lead, Mentor and Manage a team of reconciliation, ensuring high performance and professional growth.
- Assign tasks and set clear objectives for the team, ensuring deadlines are met with precision.
- Foster a collaborative and positive team environment, encouraging open communication and continuous improvement.
- Oversee the daily reconciliation process for various accounts ensuring transactions are accurately matched, discrepancies are identified, reported and resolved.
- Ensure the timely completion of Daily, weekly, monthly, quarterly and annual reconciliations for financial accounts.
- Review and approve the reconciliation results and proofs prepared by team members.
- Proactively identify discrepancies, investigate the root cause, and work with internal stakeholders (e.g., Branches, Finance, Operations, IT) to resolve issues efficiently.
- Implement corrective actions to prevent recurring issues and improve reconciliation processes.
- Generate detailed reconciliation reports.
- Analyze reconciliation data to identify trends, potential risks, and opportunities for process optimization.
- Respond to Audit queries relating to reconciliation.
- Continuously evaluate and improve reconciliation processes and workflows to enhance accuracy, efficiency, and effectiveness.
- Implement best practices and ensure compliance with internal controls, regulatory requirements, and company policies.
- Train new team members on reconciliation processes, systems, and best practices.

## JOB REQUIREMENTS

### Education:

First degree in any discipline/course from a reputable university.

Relevant professional qualification in banking or accounting will be an added advantage.

**Experience:** Prior experience is an added advantage.

## KEY COMPETENCY REQUIREMENTS

### Knowledge

- o Good knowledge and understanding of banking products.
- o Computer proficiency

### Skill/Competencies

- o Analytical/problem solving
- o Excellent Customer Service Skills
- o General managerial/administration
- o Team player
- o Ability to work under pressure
- o Conflict resolution and time management.
- o Problem solving skills

## HOW TO APPLY

All interested staff should send their CV, application letter and copies of academic certificates to **ubaugandahr@ubagroup.com** addressed to;

**Head of Human Capital**

**United Bank for Africa**

**Plot 2, Jinja Road**

**Kampala, Uganda.**

**Deadline for applications is 20th May 2025.**

