

VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: RETAIL BUSINESS PLANNING ANALYST

REPORTS TO: FINANCE MANAGER BUSINESS PLANNING & ANALYSIS

JOB PURPOSE

- The role holder will be responsible for establishing and reporting Key Performance Indicators (KPIs) for the Retail segment and its sub-segments, monitoring their performance and profitability, supporting quality decision-making through timely analysis of financial and non-financial metrics, and planning the performance management process for Retail in PostBank Uganda Limited.

KEY RESPONSIBILITIES /KEY DELIVERABLES

Analysis and planning

- Prepare monthly business plans, forecasts, and revenue models, updating them based on changes in economic conditions and organisational performance.
- Generate accurate monthly/quarterly/annual/periodic financial reports for Retail segment management and stakeholders ensuring relevance to the prevailing business need.
- Conduct insightful variance analysis to compare actual performance of Retail business against budgets and all relevant performance parameters, identifying areas of concern or opportunities and recommendations for mitigation action.
- Provide strategic insights and recommendations on Retail business based on financial & non-financial analysis to enable informed decision-making by management.
- Establish performance indicators and prepare detailed performance analysis to assist in evaluating ongoing Retail operations and proposed projects.
- Collaborate with Exco Heads and Senior management to gather necessary inputs for developing comprehensive annual budgets aligned with the strategic plan.
- Provide detailed monthly analysis on Retail channels, products and service performance to drive efficiency and value for money. This involves driver analysis, revenue analysis and profitability analysis.
- Prepare periodic forward-looking reports showing the expected performance of the segments, sub segment, products and channels.
- Participate in cross-functional analytics collaborations to integrate data sets and support strategic decision-making.
- Identify and monitor external and internal factors that may affect business performance.
- Proactively identify opportunities where analysis can drive valuable business results.
- Develop and consolidate existing (as well as new reports – in line with evolving business needs) periodic product, customer and Segment performance reports; and implement new dashboards and models to project short, medium and long-term growth.
- Support the bank's sustainability journey, from strategy and implementation to reporting.
- Monthly / Bi-weekly business performance discussions with Chief Retail Officer and the respective sub segment heads.
- Represent Finance Manager Business Planning & Analysis where necessary at the various Business Growth forums and Retail performance sessions.

Stakeholder Management

- Ensure effective and excellent communication and working relationships with Retail officer, EXCO and Senior Management Team (SMT).
- Ensure there is alignment on all financial reports for the Retail segment across different stakeholders including Retail Officer, EXCO and SMT, especially during the frequent catch-up meetings.
- Work together with the business to ensure we are enabling data-driven decision making on all business questions.
- Build a strong partnership with the Retail segment and be the finance contact person for the Retail business.
- Work with the Retail business on ongoing projects i.e. business growth, revenue generation, benefit realization, data warehouse, automation/process improvement.

BUSINESS BEHAVIOURS

- Passion:** Committed to excellence, deliver outstanding results and make a positive impact for our customers and stakeholders.
- Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- Innovation:** Embrace creativity and forward-thinking, continually seek new solutions to enhance customer experience and drive business growth

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor's degree in Accounting/Finance, Business Administration, Statistics or Quantitative Economics, Business Computing, or a related field.
- Full or partial qualification and membership in a recognized professional finance body (e.g., ACCA, CPA, CFA), with a strong understanding of accounting concepts.
- Proficiency in MS PowerPoint, Power BI, Excel, SQL and other Business intelligence tools is an added advantage.
- Technical and practical skills in Finance and Accounting.
- In-depth understanding of short, medium, and long-term strategies, goals and objective setting.
- Knowledge of Management Accounting with high levels of financial presentation skills including commentary.
- Microsoft Office skills with an understanding of Financial Systems, Data Sources and Financial reports.
- Exposure to business intelligent tools e.g. Power BI, Qlik, SAP Business objects, Tableau, Oracle BI etc.
- An appreciation of the external economic, political, legal and regulatory environment and their impact on the business.
- Strong computer skills and other analytical tools.
- Forward thinking
- Ability to think creatively and identify innovative solutions.
- Excellent comprehension skills to understand and interpret financial data and economic trends.
- High numeric/strong analytical and problem-solving skills.
- Ability to work well under pressure working accurately with attention to detail and deadline.
- Sound knowledge and expertise in evaluating the implications of changes.
- Competence in writing reports and making presentations to highlight the effect of changes made.
- Strong communication and interpersonal skills.
- The ability to analyze data models to deliver logical conclusions.
- The ability to work with colleagues and stakeholders to gain an in-depth understanding of critical business requirements and anticipate business needs.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Friday 16th May 2025 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer.