

BUSITEMA UNVIERSITY

FACULTY OF MANAGEMENT SCIENCE

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT FINANCE TRUST BANK
KAPCHORWA BRANCH**

BY

WANYAMA JACOB

REG NO: BU/UP/2021/3607

Wanyamajacob8@gmail.com


**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES IN PARTIAL
FULFILMENT FOR THE AWARD OF BACHELOR'S DEGREE IN BUSINESS
ADMINISTRATION.**

AUGUST2023

DECLARATION

I WANYAMA JACOB, declare that this fieldwork report is my personal and original work and has not been submitted to any Department, University or Institution for any academic award.

Name: WANYAMA JACOB

Signature..... 

Date..... 21st/05/2023

APPROVAL

This is to certify that this report has been prepared and submitted by WANYAMA JACOB upon completion of his field attachment period at Finance Trust Bank under supervision and guidance. It meets the Academic Examiner's requirements for the Bachelor of Business Administration of Busitema University as approved by;

Academic Supervisor

Name..... WELIUMI JOSEPH

Signature..... [Handwritten Signature]

Date..... 02/10/2023

Field Supervisor

Name Jonathan Ilemusanire

Signature.....

Date.....



0776684507

DEDICATION

This internship report is dedicated to the family of Brother Mr. Wabwire Godfrey and my sister Eva for their moral support, encouragement and understanding. To all my friends, and credit officers at finance trust bank Kapchorwa branch who helped me throughout the industrial training and not forgetting my field supervisors Manager JONATHAN WAMUSANKWIRE who made sure that he assign me with tasks and I must say that may almighty God bless him.

ACKNOWLEDGMENTS

In a special way, I dedicate this work to my brother Mr. Wabwire Godfrey Mis Sarah Chemuto for their moral, spiritual and financial support. A special dedication also goes to the staff members of Finance Trust Bank Kapchorwa Branch for the support they rendered to me during the period of internship exercise most especially my field supervisors Manager JONATHAN WAMUSANKWIRE and Busitema university fraternity at large.

LIST OF ACRONYMS

AML	Anti-Money Laundry
BOU	Bank of Uganda
BR	Banking Realm
CCS	Customer Care Service
COBES	Community Based Education and Services
CRM/CRO	Customer Relationship Management/Office
CS	Credit Section
DSO	Direct Sales Officers
FTB	Finance Trust Bank
KYC	Know Your Customer
MDI	Microfinance Deposit
NGO	Non-Government Organization
NWSCS	National Water and Sewage Corporation Service
PAYE	Pay as you earn
UMEME	Uganda's Main Electricity Distribution Company (Understand , Measure, Evolve, Modify, Evaluate)
URA	Uganda Revenue Authority
VAT	Value added tax

Table of content

Contents

DECLARATION	i
APPROVAL	ii
DEDICATION	iii
ACKNOWLEDGMENTS	iv
LIST OF ACRONYMS	v
EXECUTIVE SUMMARY	viii
CHAPTER ONE	1
INTRODUCTION	1
1.0 Introduction	1
1.1 Background of field attachment	1
1.2 Objectives of the field attachment.....	1
F as a Microfinance Deposit-taking Institution.	2
1.4 .0 Vision statement of Finance Trust bank.....	2
1.4.1 Core Values	2
1.5 Mission statement of Finance Trust Bank.....	3
1.6 Objectives of Finance Trust Bank.....	3
1.7 Organizational Structure of Finance Trust Bank Kapchorwa Branch	4
1.8Services offered by Finance Trust Bank Uganda.....	5
1.9 Department of attachment	7
1.10 Organization Clients and Stakeholder.....	7
CHAPTER TWO	8
ACITIVITIES UNDERTAKEN DURING FIELD ATTACHMENT	8
2.0 Introduction	8
2.1Activities undertaken during the Field Attachment	8
□ Orientation and induction.....	8

2.2 New knowledge and skills gained.....	11
2.3 Relationship with other staff and supervisor.....	11
CHAPTER THREE:	13
SHOWS A SUMMARY OF KNOWLEDGE GAINED	13
3.1Introduction	13
2.3 Lessons, Experiences and Skills gained.....	13
2.3.1 Lessons learnt during the field attachment by internee.....	13
2.3.2 Skills gained during the field attachment.....	14
2.2.3 Experience gained the field attachment during.....	15
CHAPTER FOUR.....	16
CONCLUSION AND RECOMMENDATION.....	16
4.0 INTRODUCTION.....	16
4.1 CONCLUSION	16
4.2 RECOMMENDATIONS	17
4.2.1 To the organization/Finance trust bank Kapchorwa branch.....	17
4.2.2 To improve work output at Finance Trust Bank Kapchorwa Branch.	17
4.2.3REFERENCES	18
4.3.0 Appendices.....	20
4.3.1 Appendix i.....	20
4.3.2Appendix ii.....	21

EXECUTIVE SUMMARY

This covers a brief outlook of the field attachment training carried out at Finance Trust Bank Kapchorwa Branch. Department of accounting and finance under the supervision of Branch Manager from June 26th –August18th 2023 This provided summarized key issues of the work, written and represented in chapters. The purpose of the field attachment training is to expose the student to practical application in line with what I learnt at the university and also enhanced planning for future development. During the training period, the intern was involved in many activities such as preparing source documents vouchers, receipt books among others, depreciating the non-current assets among others and gained skills like recording, data analysis, communication skill, listening, book keeping and preparation of source documents. However, apart from the lessons learnt, skills and experience gained, I experienced some challenges during my training such as financial constraints thus I gave some recommendations to the organization, university and fellow students.

CHAPTER ONE

INTRODUCTION

This chapter portrays the introduction of the report, background of field attachment and its relevancy or objective to me as a student. The background of the organization, mission, vision, core values, organization structure and the main activities carried out at finance trust bank.

1.0 Introduction

The internship which I carried out at Finance Trust Bank Kapchorwa Branch gave me a chance to be able to relate different information from theory to practical. I was involved in a number of activities which I will be able to apply the experience in any job environment if granted a chance to demonstrate the skills I acquired during the training.

1.1 Background of field attachment

Field attachment is a field- based practical training experiences that prepare internees for the tasks they are expected to perform on completion of their training. Field attachment is also known by different names such as internship, school practice, community Based Education and Services (COBES) and industrial training. I carried out my internship at Finance Trust Bank Kapchorwa Branch and I was placed mainly in accounting and finance department which has two departments that is operation department and credit department. Under operation there are many actives carried out such as customer relationship management which involves customer care service and direct sales office, account opening ,cash depositing and withdraw .Credit department disbursing off loans to clients and recovering off loans.

1.2 Objectives of the field attachment

The objectives of the field attachment are mainly as follows;

- ❖ To enable me transform the theories learnt from class into practice so as to appreciate theoretical aspect, test, evaluate, analyze and apply the knowledge acquired in class during lecture hours.
- ❖ To acquire the practical skills and hands on skills required to understand clearly the role of the accounting department in an organization.