

## **Job Details**

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|-------------------------|------------------------------------------------------------------------------------------|
| <b>Job Title</b>        | Senior Financial Analyst (Third Party Funds)                                             |
| Division                | Finance and Treasury                                                                     |
| Unit                    | Finance                                                                                  |
| Remuneration            | 696 106,00                                                                               |
| Job Type Classification | Permanent                                                                                |
| Location - Country      | South Africa                                                                             |
| Location - Province     | Gauteng                                                                                  |
| Location - Town / City  | Centurion                                                                                |
| Email Cv to             | <a href="mailto:recruitment@tianaconsulting.co.za">recruitment@tianaconsulting.co.za</a> |
| Closing date            | 10 November 2025                                                                         |

## **MAIN PURPOSE OF THE JOB**

To provide support to Fund Managers in the development and management of Third-Party Funds sources from government and the private sector. external stakeholders.

Support fund managers in the implementation and management of fund operations.

Assist the Monitoring and Evaluations Specialist to ensure that the funds are complying with the various monitoring and evaluation requirements as requested by the partners and/or funders.

Maintain effective relationships with key internal and external stakeholders.

Assist with the preparation of stakeholders reports and fund impact reports, including submission of these reports to partners and/or funders as per the reporting requirements in the memorandums of agreements (MoAs).

### **Key Performance Areas**

#### **1. Support in the management and implementation of funds and partnerships.**

- Liaise with the various relationship management and post investment support units to ensure that the fund development objectives data is captured correctly.
- Support the Fund Managers when applications/reports/feedback are presented at the various committees.
- Ensure that the Fund Managers and the stakeholders are informed of progress of the Funds and effectively manage internal stakeholder expectations.
- Liaise with On base Specialist to develop file plans for funds under management.
- Liaise with the SAP BW specialist to ensure that reports are created to enhance optimal reporting.
- Liaise with SAP Business Specialist to ensure that the data captured on SAP are accurate and will accurately pull through on the reports.
- Register the new fund profiles, capture the details and terms of the funds on the internal banking systems.

- Obtain and assess additional information requested by the various support divisions for reporting purposes.

## **2. Stakeholder Relationship Management**

- Work closely with the Fund Team in order to achieve the various fund objectives.
- Support Fund Managers on fund launch activities, ongoing marketing strategies for fund marketing and awareness.
- Assist the Fund Managers in facilitating engagements with various funders/partners on fund operational matters, areas of enhancement or development of the funds and resolutions of disputes.
- Establish good working relationship with the various relationship management, post investment and support divisions to understand the needs of the Bank.
- Liaise with both internal and external parties on disputes or queries raised on the various reports and ensure that these are addressed within the stipulated and/or agreed timeframes.
- Attend meetings as and when required to gain a deeper understanding of the portfolio and business process and to provide constructive feedback to the team in this regard.
- Resolve internal stakeholder queries timeously including but not limited to, support work on the fund implementation process, system updates and general information requests in line with customer service level standards.
- Undertake customer relationship management activities as agreed with the Fund Team to ensure a seamless customer service experience.

## **3. Compliance and Risk Management**

- Provide a first level quality assurance function on the applicable internal and external statutory requirements, policies and procedures related to the Land Bank policies and procedures and requirements as set out in the MoAs of the various funds under management.
- Escalate issues of concern or risk and risk events to the relevant parties and line management.
- Ensuring all risks are appropriately logged on the risk register and follow up on the treatment and/or controls that need to be put in place.

## **4. Executing Monitoring and Evaluation Requirements in respect of the various Funds**

- Assisting the Monitoring and Evaluations Specialist in ensuring that the outcomes for the various funds are adhered to.
- Gathering the evidence to support the monitoring and evaluation requirements for quarterly reporting on the different Funds.

## **5. Support in the management of fund operations, reporting requirements for funds and funding lines**

- Review of grant disbursement drawdown requests for Land Bank and other participating financial institutions.
- Loading of disbursement information on SAP for the participating financial institutions and manage the disbursement process working together with Customer Data and Finance.
- Gathering and reviewing the information that is required in the completion of monthly/quarterly/yearly reporting as stipulated in the fund MoAs.
- Resolution of information or data queries or errors on development objectives indicator reports with the relationship management and post investment divisions.
- Support Fund Managers in the reporting to National Treasury and on an ad hoc basis to Portfolio Committees of Parliament and any other external reporting as may be required from time to time.
- Provide guidance and oversight as part of the Fund team on adherence to fund mandate & qualifying criteria for the relationship management divisions and other internal business units including credit committees where transactions are tabled for review and approval.
- Support in the compilation of required information for requests from internal and external audit.

### **Preferred Minimum Education and Experience**

- NQF Level 5: or
- Relevant three-year qualification
  - BTech in Credit or Risk Management,
  - Undergraduate Degree in Commercial / Business Sciences / Risk Management / Investment Management/Financial Management
- 3-5 years Post qualification experience which will typically include the following
  - Experience as a Credit/Business/Financial Analyst, or relevant credit / lending assessment experience in a commercial or corporate banking environment
  - Experience in a Financial Services Lending environment
  - Relationship management experience in a customer facing environment - within an agricultural environment an advantage

### **Critical Competencies**

- Microsoft Office

- Knowledge / Experience of financial and business analysis – including the application of analysis tools and systems
- Lending / Credit Assessment Principles
- Financial and Business Acumen
- Customer Service Principles
- Accounting and Financial Reporting Principles
- Written and Verbal Communication Skills

**Additional Requirements**

- Extended hours as and when required
- Valid driver's license
- Travel as and when required