

Position: Third Party Funds and Treasury Coordinator
Type: 24 months fixed contract
Closing date: 2 September 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Purpose of the Job:

To provide administrative, coordination and operational support to the Third-Party Funds Manager and the Head of Treasury by coordinating Third-Party Fund activities, supporting Treasury operations, facilitating stakeholder engagements, monitoring reporting requirements and ensuring effective administration, governance and compliance across both functions

Requirements:

- National Diploma or bachelor's degree in: Finance, Accounting, Economics, Banking and /or Commerce
- 3–5 years' experience in Fund Administration, Treasury Operations, Corporate Finance, Banking, Investment Administration or Financial Services.
- Experience supporting Treasury or Finance functions.
- Knowledge of cash management, liquidity monitoring and investment administration.
- Experience in stakeholder coordination and project administration.
- Experience preparing management reports and Executive Committee packs.
- Understanding of PFMA, Treasury governance principles and financial controls would be advantageous.

Key Performance Areas:

- Third-Party Funds Coordination
- Monitor contractual obligations and key milestones for Third-Party Funds partnerships.
- Assist with preparing funding proposals and partnership documentation.
- Maintain an up-to-date register of all Third-Party Fund agreements and commitments.
- Prepare Committee documents for approval.
- Track progress on each partnerships
- Coordinate stakeholder meetings with funders and strategic partners.
- Assist with monitoring fund utilisation and expenditure against approved budgets.
- Support due diligence processes for prospective funding partners.
- Coordinate the submission of reports to funders within agreed timelines. Treasury Support
- Provide administrative and coordination support to the Head of Treasury.
- Assist in coordinating Treasury Committee meetings and prepare meeting packs.
- Support the monitoring of cash flow information and liquidity reporting.
- Assist with the administration of banking relationships and Treasury documentation.
- Coordinate Treasury reporting requirements for EXCO and Board Committees.
- Maintain Treasury records, registers and filing systems.
- Assist with investment portfolio administration and reporting.
- Support the implementation of Treasury policies, procedures and governance requirements.
- Governance and Reporting
- Prepare monthly, quarterly and annual management reports.
- Monitor reporting deadlines and ensure timely submission of reports.
- Maintain action registers arising from Executive and Committee meetings.
- Coordinate audit requests relating to Third-Party Funds and Treasury.
- Assist with the implementation of audit recommendations. Research and Analysis

- Conduct research on funding opportunities and strategic partnerships.
- Monitor industry trends relating to Development Finance Institutions and Treasury.
- Prepare briefing notes for Executive Management. Stakeholder Management
- Coordinate engagements with Funders, Banks, Government Departments and strategic partners.
- Maintain stakeholder databases.
- Facilitate communication between internal business units and external stakeholders. Financial Administration
- Assist in tracking budgets for Third-Party Funds.
- Monitor invoices and payments relating to Third-Party Fund projects.
- Coordinate procurement requests relating to Treasury and Third-Party Funds.
- Assist with reconciliations and financial reporting where required.

Other Key Competencies:

The candidate must demonstrate the following skills and attributes:

- Financial analysis
- Treasury administration
- Financial reporting
- Project coordination
- Advanced Excel
- Governance and compliance
- Report writing
- Minute taking
- Stakeholder engagement
- Planning and organising
- Analytical thinking