



## VACANCY

### ENTERPRISE FINANCE CONSULTANT X2 MTHATHA AND QUEENSTOWN PERMANENT CONTRACT: GRADE 13 – (Total Cost to Company)

#### The incumbent shall be responsible for the following:

To implement the provision of enterprise finance products and services comprising of short, medium and long term loans, risk capital, micro lending and third party funding towards attainment of growth and development priorities of the Eastern Cape province.

#### The role entails;

- Identification, assessment of client needs and provides suitable enterprise finance products or solutions to address the needs of the business. Creating linkages with business development support partners internally and externally.
- Initiate and strengthen key partnerships with other role players within the funding environment. Processing loan applications, making recommendations to credit committee, feedback to clients, preparing disbursements, monitoring and reporting.
- The role involves working in teams, dealing with highly sensitive client information and requires due care in providing satisfactory services to clients.
- The incumbent will also be responsible for maintaining relationships with existing clients within the region for additional support.

#### KEY DUTIES AND RESPONSIBILITIES

#### The Key Performance Areas will encompass:

##### Loan Assessment and Processing

- Interview applicant business to gather and share information regarding ECDC products, policies and procedures and client needs
- Vet all information submitted by the applicant for accuracy and compliance to ECDC loan product requirements
- Perform a desktop assessment to determine funding appetite in line with ECDC credit granting criteria
- Conduct due diligence to confirm viability of the business and overall financial standing to justify affordability of loan funding required.
- Analyse financial statements and prepare financial projections based on the business model of the applicant.
- Prepare loan funding submissions for consideration by the mandated credit granting authority
- Communicate the outcome of the application to the applicant business

##### Loan implementation

- Ensure adherence to all conditions precedent
- Explain legal documents to clients and assist with signing thereof
- Liaise with all parties to the contract (legal document) and confirm their legal capacity
- Serve as witness at signing of legal documents

- Submit all signed legal agreements to legal unit for processing
- Verify all supplier information and ensure compliance to FICA
- Capture payment requisition and forward to Head Office
- Follow all necessary steps to ensure timely disbursement of funds

### **Monitoring and Aftercare**

- Ensure funds are utilised in line with approval conditions
- Ensure periodic on site visits and confirm existence of the funded business
- Facilitate linkages with other ECDC products and support services
- Verify existence of all securities and in some instances confirm assets
- Review financial information as would be requested from the applicant business

### **Customer / Stakeholder Management**

- Present all ECDC products on various platforms
- Initiate the creation of key partnerships with municipalities, business chambers, traditional authority and other relevant stakeholders
- Attend networking sessions to stimulate deal flow

### **MINIMUM REQUIREMENTS**

- National Diploma in Business Management / Economics/ Finance/Accounting
- A minimum of three (3) years working experience of which at least two (2) years should be in enterprise finance, enterprise development or economic development..

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

**This is an internal vacancy which is part of the Organisational Development process.**

**In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.**

Please send your detailed CV and certified copies of qualifications to

The Human Resources Department

Tel: (043) 704 5783

Email: [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)

**Closing date: 23 February 2024**