

**POSITION: POST INVESTMENT ASSOCIATE X 2**  
**DEPARTMENT: POST INVESTMENT UNIT**  
**REPORTS TO: POST INVESTMENT MANAGER**  
**Email CV to: [recruitment@tianaconsulting.co.za](mailto:recruitment@tianaconsulting.co.za)**

An exciting opportunity has arisen in Post Investment Unit for a Post Investment Associates X2 positions (permanent). The incumbents of these roles will be based in any of the provinces: Western Cape (Cape Town), Northern Cape (Kimberly) and/or Limpopo (Polokwane).

### **Role Summary**

Responsibilities for this role are monitoring the investment portfolio, portfolio recoveries and restructuring as well as effective portfolio risk management.

### **Outputs**

- The primary role is to conduct post investment due diligence and monitoring of investments in your allocated Company portfolio
- To conduct due diligence on application from investees for further funding and obtain approval from the relevant committees per DOA
- Periodic site visits to investee companies
- Oversee investee legal compliance
- Investee valuations and impairment calculations
- Quarterly risk analysis and reporting of investee companies (Company internal and external)
- Liaison with internal and external audit departments
- Manage the company mentor panel of consultants per company investment
- Monitor and report back on Empowerment Dividend data
- Early identification / flagging of potential areas of non-compliance and defaulting clients
- Attend investee board (if nominated) as and when required
- Attend internal departmental committee meetings as and when necessary

### **Experience / Skills Required**

- Strong Project Management and Corporate Finance and/or Venture Capital experience (minimum of 5 years).
- Completed articles or have strong audit experience.
- Good working knowledge of key commercial statutes and regulations (e.g. Taxation, Companies Act, Commercial Law, Litigation and Insolvency Law).
- Financial modelling.
  
- Ability to analyse and interpret financial statements.
- Conduct enterprise valuations and exits on large complex deals.
- Proven track record of managing a diverse investment portfolio from a post investment perspective.
- At least 5 years deal making/investment experience.
- Various industry sector experience.
- Portfolio risk analysis experience.
- PC: MS Word, Excel and PowerPoint competency at an advanced level.
- Strong report writing skills.
- Understanding of enterprise valuation and exit valuation methodologies from a post investment perspective.

## **Qualification Requirements**

- Graduate degree – minimum B.Com. (Business and Finance, Accounting).
- Honours degree – B.Com. (Finance, Accounting or CTA)

## **Personal Attributes/Behaviours/Attitudes**

- Self-starter and initiator
- Superior negotiating skills
- Strong ability to influence experienced entrepreneurs at board level
- Output driven
- Attention to detail, Quality conscious, Thoroughness
- Meeting customer needs
- Managing relationships
- Analytical and superior judgement
- Effective communication
- Confidentiality/integrity
- Personal organisation – ability to work independently unsupervised
- Maintain high levels of work standards