

Financial Support to Third Parties (FSTP) Officer

Project: COSPE-funded *Nali'Themba Project*

Contract Type: Fixed-Term Contract (8 months)

Location: Cape Town (with provincial travel as required)

Closing date: 11 March 2026

Reporting to: Finance Manager & Operations Manager

Gender Dynamix is seeking a **Financial Support to Third Parties (FSTP) Officer** to support the financial administration, compliance monitoring, forecasting and accompaniment of implementing partners under the COSPE-funded *Nali'Themba Project*.

The role ensures full compliance with **European Union grant regulations**, signed grant contracts and internal organisational policies, while strengthening the financial accountability and capacity of partner organisations through a supportive, accompaniment-based approach.

Key Responsibilities:

- Administer and track sub-grant financial disbursements and reporting
- Review partner budgets, financial reports and supporting documentation
- Monitor expenditure against approved budgets and EU eligibility rules
- Ensure compliance with EU Financial Support to Third Parties regulations and procurement standards
- Conduct financial risk assessments and identify potential irregularities
- Support budget monitoring, forecasting and burn-rate tracking
- Provide financial accompaniment and capacity support to implementing partners
- Conduct monitoring visits and prepare financial monitoring reports
- Maintain audit-ready financial records and documentation
- Support broader finance functions when operationally required

Qualifications and Skills:

- Diploma or Degree in Accounting, Finance or a related field
- 2–4 years' experience in NPO finance and grant administration
- Experience working with donor-funded projects
- Strong Microsoft Excel skills

Added Advantage

- Experience in financial compliance and sub-grant management
- Experience working with EU-funded grants
- Knowledge of PRAG guidelines and FSTP mechanisms
- Experience conducting financial monitoring visits



Required Competencies

- Strong attention to detail and high ethical standards
- Ability to balance compliance with supportive accompaniment
- Excellent written and verbal communication skills
- Ability to work under pressure and meet donor deadlines
- Sensitivity to working with community-based and trans-led organisations

Culture and Values Alignment:

Gender Dynamix is a **trans-led organisation** committed to social justice, accountability and inclusion. The successful candidate must demonstrate integrity, confidentiality, non-discrimination and a trauma-informed, community-centred approach to financial stewardship.

How to Apply: Interested candidates should submit their CV and a cover letter outlining their qualifications and motivation for applying to Humanresources@genderdynamix.org.za