



Job Title: Head of Finance

Application deadline: 16 November 2025

Duration: 2 years with high possibility of extension

Start date: as soon as possible

Benefits: competitive remuneration package that includes medical benefits and periodic salary reviews based on performance

Location: Iringa town office at least 50% with regular travel to field office in Kilombero District, Morogoro region. Negotiable 50% remote based.

Key working relationships

Line manager: LFS Executive Director

Line reports: Finance team

Other key relationship: UK and Tanzania boards, Country Programme Coordinator, Community Engagement Manager, Landscape Restoration Manager, Kilolo Restoration Manager, Monitoring Evaluation and Learning Manager, LFS Director

1. Background

Lasting Forest Solutions (LFS) is a locally limited company established under The Business Licensing Act (Act No. 25 of 1972) of Tanzania, Company Incorporation Number 174056285. LFS operates as a conservation enterprise, providing sustainable financing to support high-quality forest management and restoration projects. LFS' mission is to support restoration and protection of healthy forests in biodiversity hotspots, serving local needs and global goals for nature.

Reforest Africa is registered as a Non-Governmental Organization in Tanzania (INGO/R/0826) and as a UK registered charity. We first began operating as a research collaboration established

in 2007 between Universities in the UK and Sokoine University of Agriculture, Tanzania. Reforest Africa was established to deliver positive social and environmental impacts on the ground, turning science into practical action in service of local communities and nature. Reforest Africa track record includes working collaboratively with government and NGO partners to establish a 2,600 ha protected area Magombera Nature Forest Reserve, planting over 400,000 native trees to restore an area equivalent to 250 football pitches, training over 1200 community members in use of fuel efficient cookstoves and establishing 5 school eco-clubs to promote environmental awareness. We work in 7 thematic areas:

1. Forest restoration
2. Community development
3. Sustainable forest management
4. Sustainable land-use planning and supporting equitable governance
5. Ecotourism
6. Agroforestry
7. Research, monitoring and learning
8. Sustainable financing

We are a values driven organisation. We insist on all staff adhering to the highest professional standards of anti-bribery, social safeguarding, honesty and personal integrity. We are a small, but growing team of 24 people based in Morogoro and Iringa regions of Tanzania. We support our team to develop professionally, encouraging personnel to take a collaborative approach to problem solving and taking personal responsibility for leading their learning.

The role of Head of Finance will be a key part of the Senior Management Team, working jointly between the two organisations Reforest Africa and LFS to oversee and strengthen financial management systems.

2. Purpose of the Role

The Head of Finance will oversee all financial operations of LFS and Reforest Africa, ensuring sound financial planning, management, reporting, and compliance with good international financial practice and Tanzanian law. The role provides financial leadership, supporting strategic decision-making to achieve organizational goals, ensure financial sustainability, and maintain transparency in financial dealings with partners, including Reforest Africa.

The role will work specifically on the partnership between LFS and Reforest Africa, overseeing financial arrangements between the two entities. LFS and Reforest Africa are co-developing carbon projects in Tanzania. The role of LFS as the carbon project manager means that LFS will manage all financial flows of the projects, including payments to service providers, such as Reforest Africa and project revenues, compliance with good international practice for financial management and reporting.

3. Key Responsibilities

3.1. Financial Strategy & Planning

- Develop, implement, and monitor the organization's financial strategy.
- Prepare and oversee budgets, forecasts, and financial plans.
- Provide financial insights to support strategic decisions.
- Develop a prioritized roadmap for implementing improvements in financial systems, controls, and policies.
- Present findings and recommendations to LFS Leadership and Reforest Africa's boards.

3.2. Financial Management & Operations

- Oversee daily financial operations, including accounting, payroll, treasury, and cash flow management.
- Establish and maintain internal controls and procedures.
- Manage accounting functions in line with legal standards and policies.
- Work with external partners to ensure Lasting Forest Solutions and Reforest Africa have financial controls in place which adhere to good international practice for carbon financing investment.

3.3. Review of Financial Systems and Policies

- Assess current financial management systems to ensure efficiency and effectiveness.
- Introduce contractual agreements between Reforest Africa and Lasting Forest Solutions to ensure compliance with Tanzanian law concerning arms-length principles are met.
- Ensure LFS and Reforest Africa's accounting software, QuickBooks, is operational and fit for purpose.
- Evaluate the suitability, reliability, and data integrity of the accounting software, ensuring financial records for both LFS and RA are well organised and referenced.
- Review and update financial policies and procedures related to budgeting, accounting, procurement, asset management, and reporting.
- Update Reforest Africa's financial manual to include clear, step-by-step protocols for robust financial management and controls.
- Draft a standard template of general ledger codes for future grant funding requests, in consultation with the CEO and senior management, to enable standardized budget tracking on QuickBooks.
- Ensure compliance with applicable local laws, donor requirements, and international accounting standards.

3.4. Internal Controls Assessment

- Review existing internal controls, incorporating segregation of duties, approval processes, and financial authorizations.
- Evaluate systems for cash management, bank reconciliations, payroll, and grant disbursements.
- Identify gaps or risks within internal control systems, including potential for fraud or misstatement.
- Recommend improvements to strengthen internal controls and mitigate risks.

3.5. Financial Policies

- Review and update current financial policies and procedures.
- Incorporate or adapt policies based on the UK Charity Commission guidelines and relevant best practices.
- Develop a comprehensive and clear financial manual for LFS with step-by-step protocols for financial management, controls, procurement, asset management, and reporting adhering to good international practice.
- Ensure policies reflect best practices for efficiency, transparency, and compliance.

3.6. Financial Reporting & Compliance

- Assess the quality, accuracy, and timeliness of internal and external financial reports.
- Review compliance with donor reporting requirements and legal obligations.
- Evaluate audit preparation processes and coordinate external audits.
- Prepare board papers, finance section.

3.7. Capacity & Staffing

- Review the structure, roles, and responsibilities within the finance and HR team.
- Identify skill gaps and capacity-building needs.
- Recommend staffing adjustments or training for enhanced financial management.

3.8. Partnership & Grants Management

- Manage financial aspects of the partnership with Reforest Africa, including grant disbursements and profit-sharing.
- Ensure accurate tracking of grant funds and expenditures.
- Regularly update Reforest Africa on financial status and compliance.

3.9. Risk Management

- Identify, monitor, and mitigate financial risks.
- Ensure proper insurance coverage and adherence to legal requirements.

3.10. Team Leadership

- Lead, mentor, and develop the finance team.
- Foster a culture of integrity, accountability, and continuous improvement.

3.11. Procurement and Asset Management

- Provides support to the Managers in tendering
- Monitor procurement actions and ensures compliance to organizational procedures rules
- Leads teams in the preparation and maintaining of asset records.

4. Qualifications & Experience

- Bachelor's degree in Finance, Accounting, or related field; Master's degree
- A professional qualification (CPA, ACCA, CMA) would be preferred.
- Minimum of 5-7 years of financial management experience, preferably in NGOs, conservation, or social enterprises.
- Proven experience with financial systems review, internal controls, policy development, and compliance.
- Experience with grant management and donor reporting.
- Experience of working with financial auditors.
- Experience of compliance with financial reporting requirements for NGOs in Tanzania.
- Experience of compliance with financial reporting requirements for Locally Limited Companies in Tanzania.
- Experience of reporting to Tanzania Revenue Authority (TRA) and overseeing compliance with The Business Registrations and Licensing Agency (BRELA).

5. Required skills

- Making financial projections
- Overseeing accounting, payroll, treasury, and cash flow management.
- Strong time management skills including ability to manage a workload with multiple demands, prioritize under pressure and meet strict deadlines.

- Strong organisational skills, able to coordinate the work of junior staff
- Familiarity with QuickBooks.
- Computer skills (Word, Excel, Power Point).
- Fluent in Kiswahili
- Competent to communicate in English

6. Personal attributes

- Openness to new ideas and willingness to learn new approaches
- Creative problem solving
- Collaborative and able to work in a team
- Willingness to travel

7. Application process

Interested applicants should submit their CV, cover letter explaining why they are a good candidate for the role and proof of qualifications. Please upload your application by completing all required information in the following google form:

<https://forms.gle/bv9bp6ronHXy6pdc8>

Applications should be submitted by 5pm (East Africa Time) 16th November 2025.