



GREENING EARTH FOUNDATION
REGISTRATION NO: I-NGO/R/1994

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Job Description — Controller

Greening Earth Foundation (Tanzania), Mwakazi Association & GEFA Ltd

Controller

Position	Controller
Employing organisation	Greening Earth Foundation (GEF), Tanzania
Group financial scope	GEF, Mwakazi Association, and GEFA Ltd
Location / presence	Tanzania-based; predominantly on-site, not suitable for fully remote (see section 8)
Reports to	Project Director
Direct reports	Two administrative/finance officers (one for GEF; one for Mwakazi/GEFA)
Coaching responsibility	Treasurers of the Village Associations (currently five)
Accounting system	QuickBooks
Contract	Full-time (1.0 FTE)
Remuneration	Room for negotiation

1. About the organisation

Greening Earth Foundation is a Tanzanian not-for-profit organization working on reforestation, greening and rural community development. It is funded by a single donor, Stichting Greening Earth (SGE), with grant income of around €600,000 per year, expected to rise towards €1 million.

The group's joint commercial activities are being brought together under the **Mwakazi Association**, with a limited company, **GEFA Ltd**, operating beneath it. Both Mwakazi and GEFA are still being established, so procedures, controls and systems need to be set up. At community level, participating villages are organized into **Village Associations**, each with its own treasurer and its own three-year project (followed by a one-year capacity-building phase). Five villages are currently active.

The Controller is a group-wide role that combines the financial stewardship expected in a donor-funded NGO with the commercial financial management required to build and run Mwakazi and GEFA, and with capacity-building at village level. The organization is still developing, so the role carries a significant build mandate.

2. Purpose of the role

To hold overall responsibility for sound, transparent and compliant financial management across GEF, the Mwakazi Association and GEFA Ltd; to establish the financial systems and controls for the newly forming commercial entities; and to strengthen financial capability throughout the group — from the head-office administrative team down to the treasurers of the Village Associations.

3. Key responsibilities

Financial leadership and strategy

- Hold overall accountability for the financial management of GEF, the Mwakazi Association and GEFA Ltd.
- Build the finance function for the newly forming Mwakazi and GEFA — establishing procedures, internal controls, systems and financial governance from the ground up.
- Advise the Project Director and the boards on the financial position, risks and options of each entity.

Accounting, reporting and oversight

- Oversee the daily bookkeeping, which is carried out by the two administrative officers, and ensure it is accurate and timely.
- Produce monthly, quarterly and annual financial statements for each entity (GEF, Mwakazi, GEFA). Consolidation across entities is not required.
- Maintain the chart of accounts and the QuickBooks accounting system.

Budgeting, planning and treasury

- Prepare the budget for each village project and for each entity, and lead periodic forecasting.
- Manage cash flow, banking and liquidity across the four bank accounts (EUR and TZS, at two banks).
- Monitor performance against budget and provide variance analysis to management.

Donor grants financial management

- Manage the financial relationship with the single donor (SGE): grant budgets, eligible-cost tracking and audit-ready documentation.
- Deliver quarterly financial reporting for each village project (five and growing), accurately and on time.

Commercial financial management (Mwakazi Association and GEFA Ltd)

- Set up and then oversee the financial management of the joint commercial activities under Mwakazi and GEFA.

- Monitor profitability, costing, pricing and margins; support business planning and commercial viability.
- Ensure correct tax treatment and compliance, including VAT (expected for both Mwakazi and GEFA) and corporate income tax (VPB, for GEFA).
- Safeguard a clear separation between charitable funds (GEF) and commercial funds (Mwakazi / GEFA).

Statutory and regulatory compliance

- Ensure compliance with Tanzanian tax and labour law across all entities: PAYE, NSSF, WCF, NHIF and SDL.
- Ensure VAT compliance (Mwakazi, GEFA) and corporate income tax compliance (GEFA), and meet NGO reporting obligations (GEF) and company-law obligations (GEFA).
- Act as the primary liaison with the Tanzania Revenue Authority, regulators, banks and external auditors.

Internal control, risk and audit

- Design and maintain robust internal controls, including compensating controls where segregation of duties is limited.
- Identify and manage financial risk across the group.
- Support the two annual audits — one by the external auditor and one by a member of the SGE board — and ensure recommendations are implemented.

Team leadership and capacity building

- Lead, supervise and develop the two administrative officers who handle the daily bookkeeping.
- Set financial standards and provide training to strengthen the team's capability.

Coaching the Village Association treasurers

- Coach and mentor the treasurers of the Village Associations (currently five) on a monthly basis, covering bookkeeping, cash handling, record-keeping and basic financial controls.
- Develop simple, practical tools and training so that village-level financial management is transparent and accountable.

4. Key relationships

Internal: Project Director; the two administrative officers; the board and management of the Mwakazi Association; the management of GEFA Ltd; the treasurers of the Village Associations.

External: the donor (SGE); the external auditor; the Tanzania Revenue Authority and other regulators; banks; suppliers.

5. Qualifications and experience

- Professional accountancy qualification: CPA(T), ACCA or equivalent.

- Bachelor's degree in Accounting, Finance or a related field; a postgraduate qualification is an advantage.
- At least seven years' relevant experience, including several years in a senior finance role.
- Experience across **both** not-for-profit / donor-funded finance **and** commercial / for-profit finance is strongly preferred, given the mixed mandate.
- Demonstrated experience setting up finance functions, procedures or controls in a growing or start-up environment.
- Sound knowledge of Tanzanian tax (including VAT and corporate income tax), labour and company law, and of NGO reporting requirements.
- Proficiency with QuickBooks and strong Excel skills.
- Fluency in English and Swahili.

6. Competencies and personal attributes

- Strong analytical, reporting and problem-solving skills, with high attention to detail and accuracy.
- Integrity and sound judgement; actively safeguards the group's funds and reputation.
- A builder's mindset — able to create structure, procedures and controls where none yet exist.
- Leadership and coaching ability, including working effectively with village-level partners.
- Able to work independently in a rural, resource-constrained field environment, with travel to the villages.
- A clear communicator across cultures and audiences — boards, donor and field staff alike.

7. Remuneration

The role is benchmarked at Competitive based on experience plus statutory benefits (NSSF, WCF, NHIF). The final package is subject to confirmation.

8. Working arrangement, location and presence

This is an in-country, predominantly on-site role and is **not suitable for fully remote working**. The Controller must be based in Tanzania.

Physical presence is essential for: the monthly coaching of the Village Association treasurers, which involves travel to the villages; on-site supervision of the two administrative officers and the setting-up of procedures and controls for Mwakazi and GEFA; cash and control verification; the two annual audits; and liaison with the Tanzania Revenue Authority and the banks.

During the build phase (the first one to two years), the role should be **largely on-site**, so that systems, controls and the new commercial entities can be established alongside the team. Once these are in place, a **hybrid arrangement** becomes feasible: routine budgeting, analysis, reporting and donor-reporting preparation can be carried out remotely, provided

the Controller maintains a regular on-site presence at the head office and carries out the mandatory monthly field visits and audit-period attendance in person.

Recommended steady-state pattern: predominantly on-site, with — as a minimum — the monthly village-coaching visits, month- and quarter-end periods, and audit periods conducted in person; a limited amount of remote working is acceptable for analytical and reporting tasks.

Annex 1 — Role scope and sizing rationale

This role is designed as a **full-time (1.0 FTE), senior position**. The sizing is driven by complexity and by the build mandate, rather than by transaction volume.

Lighter dimensions. The funds managed are modest (around €600,000 per year, rising towards €1 million) and flow through only four bank accounts. There is a single donor, which means a single reporting standard and a relatively light grant-management burden. The daily bookkeeping is handled by two administrative officers, not by the Controller.

Weightier dimensions.

- Building the finance function for the Mwakazi Association and GEFA Ltd from the ground up — procedures, internal controls, systems and tax registration (VAT, and corporate income tax for GEFA). This is front-loaded over the first one to two years.
- Combining charitable and commercial finance, including VAT and corporate-tax compliance, costing and margin analysis, and maintaining a strict separation between GEF (charitable) and Mwakazi / GEFA (commercial) funds — a skill set many NGO accountants do not have.
- Recurring project budgeting and quarterly reporting for each village project (five and growing; three-year projects plus a one-year capacity-building phase).
- Monthly coaching of the Village Association treasurers (currently five), including travel — a workload that scales with the number of villages.
- Two audits per year and the design of controls in an organisation that is still developing.

Conclusion. A full-time senior Controller at CPA(T) / ACCA level is warranted, and the benchmarked competitive based on experience. As the organisation grows beyond five villages and the commercial activities scale up, an additional finance officer is likely to be needed before the Controller role itself needs to be made heavier.

Governance safeguards to note.

- Keep the daily bookkeeping with the administrative officers; the Controller provides oversight, controls, budgeting, reporting, compliance and coaching. This boundary should be stated explicitly so the Controller is not drawn into transactional work.

- Segregation of duties is limited (one administrative officer per entity plus the Controller). Compensating controls should be designed accordingly, supported by the annual SGE board audit.
- Mitigate key-person risk through documentation and cross-cover, so that the administrative officers can maintain routine operations in the Controller's absence.

Annex 2 — Milestones and deadlines

The deadlines for the build-phase milestones are expressed **relative to the Controller's start date** and become fixed calendar dates on appointment. The recurring obligations below apply on an ongoing basis. Statutory deadlines should be confirmed against current Tanzania Revenue Authority (TRA) requirements.

Build-phase milestones (first 24 months)

#	Milestone	Deadline
1	Induction complete: review of GEF finances, the five village project budgets and the QuickBooks setup; introductions to the team, the Project Director and the village treasurers	End of month 1
2	GEF financial procedures and internal controls documented and strengthened; the boundary of responsibility with the administrative officers defined	End of month 3
3	Mwakazi Association financial framework established: chart of accounts in QuickBooks, banking arrangements and core procedures	End of month 3
4	Monthly coaching programme for the five Village Association treasurers designed and running	End of month 3
5	VAT registration and compliance in place for Mwakazi and GEFA; corporate income tax (VPB) compliance set up for GEFA	End of month 6
6	GEFA Ltd accounting, procedures and controls established; separation of charitable and commercial funds operational	End of month 6
7	Standard project-budget template in use; budgets prepared for all active village projects	End of month 6
8	First full quarterly donor (SGE) reporting cycle delivered to standard for each village project	End of month 9
9	First external audit and SGE board audit supported and completed; recommendations implemented	End of month 12
10	Costing and margin framework for the commercial activities operational	End of month 12
11	All three entities on a stable monthly close; internal controls tested; treasurers coached to the defined competency level	End of month 18

12	Finance operations manual (SOPs) complete; key-person-risk mitigation (documentation and cross-cover) in place	End of month 24
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Recurring obligations and deadlines

Obligation	Cadence / deadline
Management accounts for each entity (GEF, Mwakazi, GEFA)	Monthly
Coaching of the five Village Association treasurers	Monthly
Donor (SGE) financial report for each village project	Quarterly, within four weeks of quarter-end (to be confirmed with SGE)
PAYE and Skills Development Levy (SDL)	Monthly, by the 7th of the following month
NSSF and other statutory social contributions (WCF, NHIF)	Monthly
VAT return and payment (Mwakazi, GEFA)	Monthly, by the 20th of the following month
Corporate income tax (GEFA): provisional and final returns	Per TRA schedule — provisional statement early in the year, quarterly instalments, final return within six months of year-end
External audit and SGE board audit	Annually (two audits)

NB: Interested candidates has to share their updated profile in PDF form expressing why this position fit for you to before 30th October 2026

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