

ROLE PROFILE: FINANCE, HR AND ADMINISTRATION OFFICER

About Vi Agroforestry

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983, is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, deforestation, harmful gendered norms, and contribute to increased mitigation, resilience and adaptation to climate change, increased biodiversity and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth and children – in Kenya, Uganda and Tanzania. The head office in Stockholm, Sweden focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya coordinates operations, advocacy and expertise. Projects and partnerships are managed by country offices in each country.

Purpose of the position

The position is responsible for financial administration, HR-administration as well as general administration for Tanzania Country Office.

Values

Vi Agroforestry is a human rights-based organisation. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment and continued learning guide all work – including the work with partners. People are stronger together and sustainable development requires respect for human rights, democracy and the environment. Through all actions, Vi Agroforestry therefore seeks to live by the principles of respect, transparency and together.

General responsibilities

- Promote and support the interest of Vi Agroforestry.
- Be committed to and contribute to the fulfillment of the Vi Agroforestry Strategy
- Ensure and promote rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans.
- Ensure compliance to donor requirements.
- Ensure high quality in all that we do.
- Be committed to fight corruption and fraud and always report when there is any kind of suspicion.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your area of responsibility.
- Liaise with partner organisations, researchers, and other relevant stakeholders.
- Contribute to effective cooperation between staff in the global organization.
- Contribute to a healthy work environment at the workplace.

- Support teamwork and assist each other as needs arise.
- Upon request from the manager fulfil other tasks at the country office/regional office or department level.
- Keep your manager updated on opportunities and challenges as well as on the progress on your assignments. Make sure you inform your manager well in advance if you have difficulties to meet your deadlines.
- Contribute to development and implementation of risk management plans, workplans and budgets for the office.

Key responsibilities

- Key Responsibilities
 - Recording financial transactions into the accounting system X ledger accurately and timely
 - Ensure financial transactions are properly supported by adequate documentation.
 - Processing accounts payables and receivables for the country office and ensuring invoices are well supported before approval and payment.
 - Ensure statutory deductions and related remittances are processed as per local legislations.
 - Carry out monthly bank and balance sheet reconciliations as part of the month end closure processes .
 - Prepare payroll and ensure salaries and statutory deductions are paid on time.
 - Facilitate both internal and external audit processes within the country office
 - Implement recommendations arising from internal and external audits.
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Administration

- Facilitate the procurement process in the country office in line with Vi Agroforestry procurement guidelines.
- Maintain the country office asset register and ensure it is updated on a regular basis
- Travel administration (tickets, taxi, accommodation)
- Maintain office supplies inventory
- Submission of statutory documents and other courier service
- General support to CM & FAM
- Support asset maintenance
- Vehicle insurance, repair, tax etc.
- Ensure vehicle log/ mileage books are updated and trips approved by relevant persons.

HR

- Administration of staff leave days, contracts, staff reports on other income/engagements, update files, work-permit administration when needed, planning of kick offs, training and other staff events
- Support Staff welfare the country office

Required qualifications

Education level:

- Holder of Bachelor of Business Administration or Bachelor of Commerce
- Full member of CPA or ACCA, or its equivalent

Other professional qualifications:

- Knowledgeable on grant management and compliance issues.
- Good knowledge in financial systems and all Microsoft Office applications.
- Good knowledge on Audit requirements

Work experience:

- At least 5 years' experience from financial management at other NGOs
- At least 3 years' experience from result based project management

Languages:

- English
- Kiswahili

Personal competencies

- Strategic and conceptual thinking skills
- Leadership skills
- Accountable, honest, responsible and trust building personality
- Respectful and Transparent
- Decisive
- Good planning and analytical skills
- Communication skills
- Collaborative skills
- Structured personality
- Flexible and creative personality
- Self-driven personality
- Team-player

How to Apply

Apply by sending your CV and cover as one document letter indicating your gross monthly salary expectation to: recruitment@viagroforestry.org no later than 17th July 2026 with subject heading **“Finance and Administration Officer - Tanzania”**.

The employment is a fixed term position for two years, with possibility of extension. Start date as soon as possible. There will be a 6 months' probation period.

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated, however, only shortlisted candidates will be contacted.

Vi Agroforestry strives for diversity in the organisation and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

If you want to alert Vi Agroforestry on suspected discrimination, corruption or other serious misconduct during the recruitment process, do not hesitate to use our whistleblowing system: <https://report.whistleb.com/en/viagroforestry>