

## Terms Of Reference

**Location:** Beira, Macuti, Sofala Province

**Deadline Date:** 06 December 2024

### About LevasFlor:

LevasFlor (LF) is a for-profit Mozambican forestry company, owned by Swedish stakeholders, operating in Sofala province since 2005. With a 46,000-hectare concession of Miombo forest and 220 employees, LF is one of the few FSC-certified companies in Mozambique's natural timber industry, certified for both forest management and chain of custody (FSC-C005219). The company operates well-equipped sawmills, wood treatment facilities, carpentry workshops, and drying kilns for further wood processing. The FSC certification ensures sustainable forest management and fair wages and conditions for all workers. LF runs reforestation and fire prevention programs and has a team of forest rangers who patrol boundaries to detect illegal loggers and poachers. LevasFlor plays a key role in Mozambique's shift toward sustainable forestry practices.

### Job Description:

The Financial Manager will play a pivotal role in managing and overseeing LevasFlor's financial operations. This position requires an organized and detail-oriented individual capable of ensuring the accuracy and integrity of financial records, managing budgets, and supporting the company's overall financial health.

### Key Responsibilities:

- **Financial Management:** Oversee daily financial operations, including accounting, accounts payable and receivable, payroll, and banking transactions. Proficiency in Primavera is mandatory, along with a willingness to learn new financial software such as Odoo.
- **Budgeting and Forecasting:** Prepare and monitor budgets, financial forecasts, and cash flow projections to align with organizational goals and funding requirements.
- **Reporting:** Generate accurate and timely financial reports for internal and external stakeholders, including funders, auditors, and board members.
- **Compliance:** Ensure compliance with all financial regulations, policies, and procedures, including the management and reporting requirements for grants.
- **Audit Preparation:** Coordinate and prepare for annual audits, working closely with external auditors to provide necessary documentation and information.
- **Financial Strategy:** Contribute to the development and implementation of financial strategies to support LevasFlor's mission and long-term sustainability.
- **Training and Support:** Provide financial training and support to program teams to enhance their understanding of financial management and accountability.

### Requirements:

- **Experience:** Minimum of 5 years in financial management, or equivalent.
- **Education:** Degree in Finance, Accounting, Business Administration, or a related field.
- **Technical Skills:** Proficiency in financial management software and MS Office Suite, particularly Excel. Experience with Primavera, Odoo, QuickBooks, or Xerox is essential.
- **Knowledge:** In-depth understanding of financial regulations and compliance requirements for private sector companies.



- **Analytical Skills:** Strong analytical and problem-solving abilities, with the capacity to interpret financial data and provide strategic insights.
- **Communication:** Excellent verbal and written communication skills, with the ability to present complex financial information clearly and concisely.
- **Attention to Detail:** High level of precision and attention to detail in all financial tasks.
- **Teamwork:** Ability to work collaboratively within a diverse team and manage multiple priorities in a dynamic environment.

**Application Process:**

To apply, send your CV and a cover letter detailing your qualifications and experience to [apply@levasflor.com](mailto:apply@levasflor.com) by **6 December**.

**Equal Opportunity Statement:**

LevasFlor is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.

Join us in making a difference in Mozambique through sustainable forest development!

**Important Note:**

LevasFlor does not charge any fees at any stage of the selection and hiring process.