THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

THE LOCAL GOVERNMENT TRAINING INSTITUTE

P.O. Box 1125, DODOMA. Tel: 026 - 2961101, Fax: 026 - 2961100,
Email: info@lgti.ac.tz; Website: www.lgti.ac.tz

Ref. AC.1/86/02B/696 **Date: 4th September, 2026**

ALL ACCOUNTING OFFICERS,
CHIEF EXECUTIVES,
EXECUTIVE DIRECTORS,
MANAGING DIRECTORS,
HEADS OF COMMERCIAL AND NON-COMMERCIAL PUBLIC SECTOR ENTITIES,
LOCAL GOVERNMENT AUTHORITIES (LGAs),
TANZANIA MAINLAND & ZANZIBAR.

RE: INVITATION TO TRAINING ON STRENGTHENING THE ROLE OF THE MANAGEMENT TEAM IN ESG, FINANCIAL REPORTING, AND RESPONDING TO AUDIT FINDINGS AND RECOMMENDATIONS

Reference is made to the heading above.

2. The Management Team requires adequate knowledge and skills in Environmental, Social, and Governance (ESG) and Sustainability Reporting, financial statements, audit reports, and responding to audit queries and recommendations. Understanding the Management Team's role in preparing and presenting financial reports, responding to audit findings, and managing ESG practices enhances the quality of financial reporting within the reporting entity. This also helps eliminate unnecessary audit queries and supports a practical approach to implementing audit recommendations.

3. In this workshop, participants will be equipped to read, interpret, and understand financial and audit reports. The Management Team will be trained on their roles in ESG and sustainability reporting, financial reporting, and responding to internal and external audit findings and recommendations. In addition, participants will enhance their capacity and skills in dealing with and managing directives from the Public Accounts Committee (PAC) and the Local Authorities Accounts Committee (LAAC).

. To enhance management responses to the implementation of audit recommendations and ESG and Sustainability Reporting Practices, the **Local Government Training Institute (LGTI)** has prepared **a three (3)-day training program to strengthen the role of the management team in ESG, financial reporting, and responding to audit findings and recommendations**. This training aims to build the capacity of **the Board of Directors, Audit Committee, Accounting Officers, Management Team, Audit Findings Response Committee, Accountants, Internal Auditors, Procurement Officers, Sustainability and ESG Coordinators & Focal Persons, Sustainability Committee, and Interested Parties**.

5. This training will be conducted in **four (4) cohorts from 7th October 2026 to 8th January 2027 at a** cost of **TZS 650,000/= per participant**. The detailed information and schedule regarding the training are attached herewith for your reference.

6. Thank you for your cooperation.

Dr. Mashala L. Yusuph

Ag. RECTOR

DETAILED TRAINING INFORMATION

TITLE	**Training on Strengthening the Role of the Management Team in ESG, Financial Reporting, and Responding to Audit Findings and Recommendations**
TRAINING OUTCOMES	• Understand the responsibility of the Management Team in the preparation and presentation of financial statements; • Evaluate the role of management in fraud and risk management; • Gain adequate knowledge and financial skills for understanding and reading financial statements and quarterly reports; • Understand ESG Practices and Sustainability Reporting • Prepare the Report by those charged with Governance (Directors' Report); • Understand the types of audit reports and their impacts on the management team; • Evaluate Related Party Transactions and Disclosure; • Responding to internal and external audit findings and recommendations; • Managing PAAC and LAAC directives; • Understanding the working relationships with the Audit Committee, PAC, LAAC, internal and external auditors; • Reflections of the Controller and Auditor General Reports; • Internal auditors and management performance, and • Stocktaking, asset verification, and management team.
TARGET GROUP	**Board of Directors, Audit Committee, Accounting Officers, Management Team, Audit Findings Response Committee, Accountants, Internal Auditors, Procurement Officers, Sustainability and ESG Coordinators & Focal Persons, Sustainability Committee, and Interested Parties.**
FEES & AWARDS	**TZS: 650,000 per participant,** which includes conference charges, institutional fee, training facilitation, and preparation of training materials. Participants will be awarded a Certificate of Participation with 24 CPD hours recognized by the National Board of Accountants and Auditors (NBAA).
MODE OF PAYMENT	Account Name: The Local Government Training Institute Account Number: 50501100209 Bank Name: NMB Bank **Payment should be made upon request for the control number**
IN-HOUSE TRAINING	For those entities in need of **IN-HOUSE TRAINING,** please contact **CPA CHARLES K MATEKELE** through mobile numbers **+255 753 951384** or email **charles.matekele@lgti.ac.tz.**
CONTACT PERSONS	Mr. Mark M. Imori (Training Coordinator), Mob: +255 622 512 522 or Email: marko.imori@lgti.ac.tz. Mr. Moses Kiunsi (Short Courses Coordinator), Mob: +255 757 509519 or Email: moses.kiunsi@lgti.ac.tz Dr. Nanzia Florent (HOD-Short Courses), Mob: +255 625 959377 or Email: nanzia.florent@lgti.ac.tz.

	Dr. Rogers Rugeiyamu (Director of Research, Consultancy and Short Courses), Mob: +255 759 830566 or Email: rogers.rugeiyamu@lgti.ac.tz.	
COHORTS, VENUES AND DATES	**COHORTS**	**DATES AND VENUES**
	COHORT ONE	• **Victoria Palace Hotel- Mwanza** • 7th to 9th October, 2026
	COHORT TWO	• **Edema Hotel- Morogoro** • 4th to 6th November, 2026
	COHORT THREE	• **Silver Paradise Hotel -Dar es Salaam** • 16th to 18th December, 2026
	COHORT FOUR	• **Corridor Springs Hotel - Arusha** • 6th to 8th January, 2027