

Mission Notice
US Agency for International Development (USAID)
Mission to Zimbabwe

Mission Notice No: 15-13

Date: December 17, 2015

Open to:

All U.S Mission Locally Employed Staff (LES) – All Agencies

Current employees serving a probationary period are not eligible to apply

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

Official Title: Financial Analyst
Office: Financial Management Office

Position Grade: FSN-11
Salary Range: US\$51,776 – US\$75,076 basic salary grade range

(Candidates may be selected at a lower grade (at the trainee level) and be promoted when eligible and have met the full job requirements of the position)

The US Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Opening Date: December 17, 2015

Closing Date: January 8, 2016 (1700 hours local time)

Work Hours: Full time; 40 hours per week

BASIC DESCRIPTION OF THE POSITION:

The incumbent is one of three Mission Financial Analysts (FA). The incumbent is considered a recognized expert in financial analysis for USAID project financial management. The USAID/Zimbabwe Controller's Office is charged with the accounting and financial analysis for the entire USAID portfolio currently at an annual program level of over \$120 million.

As a Financial Analyst, the incumbent independently performs the full range of financial analysis functions for the mission. (S)/he provides financial analyses, audit management and expert financial advice for his/her assigned portfolio(s). The FA conducts pre- and post-award assessments of implementing partners' contracting, management and accounting/internal control systems.

Overall, the incumbent is responsible for ensuring that the Mission's accounting, budgeting, and financial analysis functions are operating effectively and efficiently and in accordance with USAID directives, regulations and established procedures. Daily responsibilities include the resolution of unique accounting problems stemming from his/her project portfolio, including assisting project managers and partners in pipeline management, accruals, and audit management through resolution of recommendations and close-out of expired activities.

The incumbent makes independent decisions that impact activity and program budgeting, design, implementation, and evaluation. As one of the mission's senior FSNs, the incumbent participates on committees to formulate and evaluate Mission policies, procedures, and services provided to customers and partners, and recommends changes for improvement to the Controller as appropriate.

The incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work: customer focus, results orientation, empowerment and accountability, teamwork and participation, and respect for diversity.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties," "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and in the end note.

Main Duties and Responsibilities

1. Ensuring the integrity of financial aspects of developing, implementing and evaluating USAID projects by performing the full range of analysis, review and assessments required to determine the implementing partners' financial sufficiency of funds and the financial viability to carry out proposed program activities; responsibilities include: 50%

- Leading and coordinating the financial analysis function for assigned portfolio and Development Objective(s) (DO) and in non-DO targets of opportunity activities;
- Identifying and selecting the most suitable financial and implementation mechanisms that guarantee the effective achievement of program results and secures its financial accountability;
- Monitoring the financial implementation of program activities and ensuring consistency with program designs; serving as a primary liaison between the USAID/Zimbabwe Mission and partner organizations, C/AORs, and Government officials of Zimbabwe for all matters of mutual interest; Monitoring the financial progress of program activities in the assigned portfolio and verifying the integrity of the financial information in Agency financial management system (Phoenix).

This includes, but is not limited to quarterly functions such as accruals, pipeline reporting, 1311 reviews, updating the close-out and audit management trackers and taking action to research and correct any anomalies;

- Analyzing pipelines to ensure Mission complies with Agency policies on forward funding. Following up on the causes of excessive or insufficient project pipelines;
- Assuring compliance with financial reporting requirements spelled out in contracts and agreements;
- Planning and conducting field visits to examine accounts for accuracy and to ensure proper understanding of USAID financial management requirements and applicable cost principles. Completing site visit reports and tracking and following up on implementation of findings and recommendations;
- Assisting DO teams with the improvement of financial management systems and procedures at implementing mechanism units, with views towards better control and monitoring over projects.
- Assisting in the closure of obligating documents, including purchase orders, grants, cooperative agreements, and/or contracts and reconciling actions;
- Maintaining, reconciling, and analyzing the accounting records for assigned DO portfolio(s). Analyzing coding to ensure accuracy, validity, and compliance with USAID regulations and maximized use of MAPPR for standardized reporting;
- Performing, in conjunction with the OE/Project Accountant, continuous and specific reviews for DO team activities to fully support outstanding commitments, earmarks and obligations and take action to resolve outstanding items;
- Providing DO teams and mission management with financial information and expert advice on various types of financial transactions including commitments obligations, and expenditures of project funds, in order to ensure efficient program implementation.
- Providing input to activity work plans, expenditure plans and budgets. Actively participates in DO area reviews and meetings. When required, assists DO team members in solving specific project accounting problems.
- Preparing financial accounting, reporting, and budget control policies.
- Assuring open earmarks and open commitments are obligated in a timely manner and any excess funds are de-committed in order to maximize use of program funds.
- Liaising with COR/AORs/activity managers and the relevant voucher examiner on liquidations of advances issued to contractors and grantees.
- Reconciling mechanisms in order to close out completed activities. This involves working closely with the DO teams and implementing organizations to ensure that final vouchers have been received and paid and that final de-commitment/de-obligations can be made. Incumbent will work closely with the C/AO and DO team in securing relevant documentation in order to close out the grants, contracts, and cooperative agreements.

2. Advising on the viability and soundness of potential and ongoing partners and on steps to be taken to implement pre-award, financial assessment, and audit findings and recommendations to enhance fiscal viability of USAID implementing partner organizations and programs. Responsibilities include:
35%

- Conducting comprehensive financial, administrative management reviews, and pre-award surveys for assigned portfolio to determine if USAID grantees and contractors are maintaining systems, procedures, and internal controls necessary to adequately and properly manage and account for USAID funds and assets in accordance with the terms and conditions of grants and contracts;
- Providing an opinion on the confidence to be placed on the grantee's internal controls and offers advice to grantees on weaknesses and possible solutions to identified problems.
- Planning for and providing implementing partners with assistance in developing financial, administrative and internal control systems that adequately safeguard resources and ensure statutory and regulatory compliance;
- Developing and supervising implementation of recommendations resulting from assessments and pre-award surveys.
- Compiling and developing an accurate representation of the Mission's annual audit plan to ensure all required audits of recipients are performed;
- Assisting the Controller in the conduct of the Mission's Audit Management Resolution Plan (AMRP); ensuring USAID/Zimbabwe is represented at all necessary audit entrance and exit conferences within assigned portfolio; reviewing and clearing scope of work for assigned portfolio recipient or agency contracted audits; drafting audit-related Mission correspondence; advising the Mission on recipient contract audit requirements and results, and collaborating with the Office of Acquisition and Assistance in maintaining the AMRP tracking system to ensure proper, timely closure of all open audit recommendations.
- Providing supporting documentation related to financial and control matters in order to adequately close audit recommendations, drafting audit closure memorandums, and uploading final approved memos and supporting documentations to the Consolidated Audit and Compliance System (CACs).

3. Ensuring the integrity of the internal operations of the USAID Mission; responsibilities and other financial management related duties as may be required and assigned by the Controller:
15%

- Evaluating the Mission's administrative and operating procedures and measurement of risk, as requested;
- Making recommendations as deemed appropriate which would improve the accounting, administrative systems and management controls, and assisting in the implementation of any recommendations resulting from such evaluation as approved by the Controller;

- Coordinating the annual Federal Manager's Financial Integrity Act (FMFIA), the follow-up and closure of the Mission's outstanding FMFIA weaknesses, and the documentation updates on audit and FMFIA issues required for the quarterly MCRC meetings.
- Coordinating the agenda and format for the MCRC meetings in coordination with the Controller and MCRC Chair, currently the Deputy Mission Director and drafting minutes and follow up actions from the MCRC meetings.
- Conducting independent special analysis, including sensitive or privileged information, and identifying potential favorable or unfavorable trends, indications or irregularities, bringing them to the attention of the Controller and offering solutions to mitigate risks and/or advise on best practices.
- Understanding and monitoring the status of VAT submissions and reimbursements with partners, Embassy, and the GOZ and liaises with Ministry officials as appropriate. Reconciling VAT related issues to audit findings for closure of VAT related recommendations.
- Reconciling outstanding USAID loans with the GOZ and liaising with GOZ officials on notice of payments due and quarterly outstanding loan balances.
- Other financial management related actions as required and assigned by the Controller or designee.

QUALIFICATIONS:

- A. Education:** Bachelor's Degree in accounting, finance or business administration is required. Professional qualification certification such as CPA, CIS, ACCA, CIMA is required.
- B. Experience:** Six years of progressively responsible experience in professional accounting, auditing or financial management, preferably in public accounting or donor project financing.
- C. Language Proficiency:** Level IV fluent knowledge of English.
- D. Knowledge, Skills and Abilities:** A thorough knowledge and understanding of professional accounting principles. Must be able to analyze accounting processes and identify practices and procedures which require correction or modification. Must be able to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations and make independent judgments on their institutional accounting and management capabilities. Must be able to assimilate, distill, prioritize, and present facts and recommendations in a clear, concise manner, both orally and in writing. Must be able to communicate effectively with non-accounting personnel in explaining accounting, audit, and management requirements and potentials. Proficiency in Microsoft EXCEL spreadsheet software is required, as is the ability to work with data processing software such as Microsoft Word, PowerPoint, and Access. Must be skilled in the use of computer-based analytical programs and the USAID data management systems.

Scoring of the selection criterion detailed above will be done through an oral interview.

TO APPLY:

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

SELECTION PROCESS:

After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interview.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by March 7, 2016 you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:

Both email and hand delivered applications are accepted. Please submit email applications via email to: zimrecruit@usaid.gov.

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe
EXO/HR
No 1. Pascoe Avenue
Belgravia, Harare

OR

Sent via the postal service to:

USAID/Zimbabwe
EXO/HR
P.O. Box 6988
Harare

Please indicate Reference: **15-13 Financial Analyst** in the subject line of the application email and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), January 8, 2016.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:
Executive Office

Robert Appiah
Supervisory Executive Officer