FINANCIAL ANALYST (2 positions)
LUSAKA (1) and NDOLA (1)
Job Announcement No. AID – 014 -19

OPEN TO: All Interested Candidates

POSITION: Financial Analyst

OPENING DATE: September 11, 2019

CLOSING DATE: September 30, 2019

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN 11 - (ZMK 450,929.84 p.a. - ZMK 704,818.28 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Financial Analyst.

BASIC FUNCTION:
The incumbent is responsible for analyzing and advising on the complex financial aspects of developing, implementing and evaluating USAID projects, and the various aspects of the internal operations of the USAID Mission. S/he is one of four Financial Analysts in the Financial Management Office (FMO) of USAID/Zambia Mission.

The USAID/Zambia program consists of approximately 40 major grants and contracts under the Missions’ Development Objectives (DOs), with an annual Operating Year Budget (OYB) in excess of $300 million and a pipeline of $387 million. S/he provides the full range of financial analysis, evaluation and advisory services.

The incumbent reports to the Financial Management Officer and is the primary FMO representative and backstop on the technical team providing financial expertise and advice for all activities in the assigned portfolio. Duties also include advising Mission staff and implementing partners on the steps to be taken to implement audit findings and recommendations.
**MAJOR DUTIES AND RESPONSIBILITIES**

**A)** Review and/or prepare financial analysis sections of contracts, agreements, implementation letters, and other project documentation to ensure consistency with general program design. Analyze and make recommendations on the overall financial feasibility of projects, adequacy of budgets, reasonableness of advance requests, alternative sources of financing, and project financial reporting requirements. Work with DO team to correct errors or problems. Highlight problematic actions to the Financial Management Officer.

Conduct financial reviews and/or pre-award assessments of prospective award recipients as requested by DO Teams to determine 1) the adequacy of their accounting systems and internal controls, 2) their financial status, and 3) their financial and institutional capability to implement activities.

Explain financial aspects of projects to grantees/contractors; advise and assist them to take necessary measures to meet projects' financial control requirements. When necessary, make follow-up visits or request for status reports from grantees. Review and comment on financial information submitted by approved implementing institutions in fulfillment of conditions precedent to disbursement of project funds.

Participate in the Partner Country System’s Risk Assessment, Project Design, Bilateral Project Agreement, implementation, monitoring and evaluation and other activities of the Public Financial Management Risk Assessment Framework (PFMRAF) and related USAID Forward’s Implementation and Procurement Reform (IPR) activities. Participate in the design of USAID/Zambia’s Local capacity development activities and selection of new partners.

**B)** Provide advice on USAID financial management and applicable cost principles to recipients in order to meet activity requirements and enhance their knowledge and implementation capabilities.

Review project vouchers for indirect costs, budget line items, contract terms, and billing periods. Monitor advance requests, balances, and liquidations of award recipients. Keep the Financial Management Officer apprised of advance balances greater than 30 days of cash needs. Follow-up with award recipients on advance balances requiring liquidation.

Prepare statements of work for activity financial reviews to determine 1) the adequacy of project accounts, 2) the reliability of established internal controls, and 3) project compliance with USAID approved financial systems. Conduct scheduled field trips to activity sites, in coordination with the DO Team, to perform financial review.

Prepare a trip report subsequent to each visit for the Mission Director, Controller, and DO Team leader, summarizing the findings of the site visit and outlining any recommendations for improvement. Follow up with the USAID Activity Manager, grantee, contractor, and/or government official to assure that recommendations are implemented. Document implementation of recommendations.
C) Participate in DO team functions as the FMO’s representative, including attending regular DO team meetings. Keep the DO team informed of FMO Office activities and schedules affecting DO team. Brief Financial Management Officer on DO team activities. Track project pipelines on a continuous basis and keep DO team updated on pipeline status at least quarterly. Notify DO team leader or designee of significant changes in pipeline status.

Act as primary contact between FMO and DO Teams on commitment/obligation review (1311) and quarterly accrual exercises. Responsible for coordination of the accrual process and ensuring DO Teams prepare and maintain adequate documentation to support accrual estimates and commitment balances certifications.

Actively participate in the budget preparation of the Mission resource request by providing DO Teams with financial advice and support needed to develop strong budget justifications. Coordinate with the Program Office on budget figures incorporated into the resource request.

D) Coordinate compliance testing and review of internal Mission management controls to prepare for the annual Federal Manager’s Financial Integrity Act (FMFIA) compliance certification.

Coordinate between the USAID Regional Inspector General (RIG) or the Zambian Auditor General, as appropriate, and Mission Management and award recipients on audit issues. Make follow-up for RIG with audits to ascertain when audit recommendations have been closed (implemented). Maintain audit databases for both local and dollar currencies. Provide information on audit requirements to accounting firms.

Review proposed audit recommendations based on knowledge of activity under audit. Assist in clearing audit recommendations by addressing financial and related problems with award recipients and providing information to auditors. Assist grantees in developing statements of work for audits. Draft all audit correspondence for Agreement Officer, Controller’s or Mission Director’s signature.

Work on special assignments as required by Financial Management Officer.

REQUIRED QUALIFICATIONS:

A. Education: A minimum of a bachelor’s degree in accounting, finance, business administration or local equivalent which may include Certified Public Accountant (CPA) or Chartered Accountant is required.

B. Prior Work Experience: A minimum of five years of progressively responsible experience in professional accounting, auditing or financially oriented business management is required.

C. Post Entry Training: The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be completed to obtain full performance at this grade level: 1) FMO Overview; 2) Financial Analyst Training (beginners); and 3) Appropriations Law.
D. Language Proficiency: Level IV English ability (fluent) is required. Skill in written English is particularly important.

E. Job Knowledge: Successful candidate must have:
   i. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required.
   ii. Knowledge of laws, regulations and procedures associated with USAID financial management is also desired.
   iii. Knowledge of how USAID projects are designed, developed, implemented, and evaluated is advantageous.

F. Skills and Abilities: Ability to detect the financial strengths and weaknesses of projects using strong analysis skills. Must be able to make independent judgment on institutional capabilities and the adequacy of accounting systems and controls. Must be able to develop and maintain contacts with high-level officials of host country institutions selected to implement projects.

   Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Must have a strong ability to work in a team environment. Advanced skills in Microsoft Office applications is required. Must have strong analytical ability.

TERMS OF APPOINTMENT:
Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:
The position is classified at FSN-11 level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

APPLYING:
Qualified candidates should send:
   1. A formal application letter or cover letter;
   2. A current CV;
   3. Photocopies of all professional certificates and degrees;
   4. A fully complete application form DS-174 (available online at https://eforms.state.gov/Forms/ds174.pdf); and
   5. Contact information for at least three professional references.
SUBMIT ALL APPLICATION MATERIALS TO:
EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading must read either of the following (the location of the position must be clear):

Application: Financial Analyst, Lusaka AID-014-19

Or

Application: Financial Analyst, Ndola AID-014-19

Only short-listed candidates will be contacted.