

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO. 354472100022
Rwanda	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Updating for Enhanced Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:				
b. Other:				
c. Proposed by Initiating Office:	Supervisory Financial Analyst, FSN - 0435		JZ	

6. POST TITLE POSITION (if different from official title) Supervisory Financial Analyst	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Office of Financial Management	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">Zuberi, Jamshed – Controller</p>		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <p style="text-align: center;">Zuberi, Jamshed - Controller</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p style="text-align: center;">Marcia Musisi-Nkambwe Deputy Mission Director</p>		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Supervisory Financial Analyst manages the Financial Analysis Division within OFM, supervising up to 4 Financial Analysts. The division provides full range of analytical, advisory, monitoring, financial management, and evaluation services to USAID/Rwanda and Burundi's technical teams, Program Office and Office of Acquisition and Assistance. The incumbent acts as the primary liaison for Technical Teams on financial and accounting matters and also represents OFM in meetings with Government of Rwanda and Burundi Officials, other donor organizations, bankers, implementing partners, Mission staff and other USG personnel. In addition, the incumbent serves as the manager/coordinator for USAID/Rwanda and Burundi's audit management, internal controls assessment, Inspector General (IG) and Regional Inspector General (RIG) audits and annual ICASS workload counts functions, and performs a variety of special projects, including writing desk procedures, providing trainings and making presentations.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****A. Supervision of the Financial Analysis Division - 50%**

Directly supervises the financial analysis division staff. This includes assigning duties among FAs, monitoring progress for timely completion of assignments, directing assignments, providing necessary coaching and guidance, reviewing work for correctness and completeness, providing on job performance feedback and on-the-job training, completing annual performance evaluations, recommending awards, managing TDYs, leaves, trainings schedule within FA section, handling correspondence, leading meetings etc.

Directs subordinates to develop and create new reporting, data analysis and budgeting formats, as requested. For example, quarterly pipeline/implementation reports, accrual reports, and budgets. Supervises research on available guidance on complex financial issues and questions, results documentation, and review of draft Mission Orders, Notices, Desk Procedures, and reports.

Supervises the compilation of annual audit universe for all audits within the Mission, tracks the implementation and resolution of all audit plan and its related findings.

Reviews financial and internal control assessments of potential partners, GoR entities, and NGOs, performed by subordinates, to determine their eligibility to manage Agency funds. This includes reviewing reports to document findings and recommendations, and following-up on actions taken to close applicable recommendations to become compliant. Directly works with partners' senior management to strengthen their financial management and internal controls, advising GoR institutions and NGOs on rules and regulations for the control and use of USG funds.

Reviews limited financial reviews of prospective grantees, performed by subordinates, including the host country, to determine the adequacy of their accounting systems and internal controls, their financial status and institutional capability to implement grant funded projects. Oversees preparation of financial analyses, including cost benefit, least cost, cash flow, and forward funding projections.

Supervises FAs in review of financial information submitted by grantees in fulfillment of conditions precedent to disbursement of project funds or in compliance with periodic reporting requirements. Monitors financial progress during life of project to identify any deficiencies, to determine if earlier deficiencies have been corrected and to resolve any financial difficulties revealed by evaluation.

Oversees the quarterly accrual process, which involves, supervising the FAs on downloading R0660 accrual reports and distributing the modified report to the A/COTRs for accruals calculations a long with a guidance memo; provide guidance and methods of developing the accruals, the required supporting documentation and the policies and regulations governing the process; guiding the FAs in verifying the accuracy and validity of accrued amounts developed by A/COTRs, adjusting the accrued amounts to take into consideration payments processed after the accruals were run; and record the adjusted accrual amounts in Phoenix.

Directs the performance of 1311 reviews of unliquidated obligations two weeks before the accruals process and provides information to the Program Accountant for further action. Supervises the design and distribution to the Technical Teams and the Mission Management, financial status reports including pipeline analysis reports at least once a quarter.

Oversees technical assistance provided to local implementing partners, host government implementing agencies and Mission personnel by OFM aimed at strengthening management systems and internal controls to build local financial

capacity under USAID Forward Initiative.

Coordinate the Mission's annual Federal Manager's Financial Integrity Act (FMFIA) review, testing, reporting, and related certifications. Directs FAs to develop work-plans, validate assessments (ratings) of selected management controls, and helps facilitate the Management Control Review Committee (MCRC) meetings to discuss findings and recommendations; and supervises FAs in subsequent follow-up.

Manages the "Audit Management and Resolution Program" for USAID/Rwanda and Burundi to ensure the recipients comply with Agency's audit requirements under OMB Circular A-133 for U.S. organizations and the Recipient Contracted Audit Guidelines for non-US organizations. As necessary, provide guidance and advice to FAs, Auditors and Auditees to effect timely resolution and closure of audit recommendations. Ensures that response to audit report findings are developed, corrective action for all deficiencies identified, management decisions taken, and final action to audit recommendations are requested, tracked, and updated into the Agency's Consolidated Audit and Compliance System (CACs). Liaise with Technical Offices to develop annual audit/review inventory, audit/review management plan, and work on its implementation.

B. Specific Responsibilities in the Financial Analysis Section - 45%

The incumbent or subordinates perform detailed reviews and analyses of financial plans for current and proposed projects. Makes suggestions and recommendations and advises Mission staff and the Controller on the general financial feasibility of current and proposed projects and adequacy of financial plans and budgets. Such reviews and analyses will form the basis for the USAID Controller's formal approval of proposed project financial plans in accordance with the provisions of USAID's payment verification guidelines. Also advises Project Managers in preparing independent cost estimates (budgets) and assists in drafting the financial sections of MAARDs and other documents for program and project development papers as necessary.

When financial analysis services are to be outsourced, the incumbent prepares the draft statement of work and solicitation, recommends the evaluation criteria to the Contracting Officer (CO), chairs the Technical Evaluation Committee to extensively evaluate the proposals received, and makes recommendations to the CO.

When financial analysis services are outsourced, the incumbent or subordinates acts as Contracting Officer's Representative (COR) to oversee the performance of the award and perform all related functions including approving work plans, monitoring performance, reviewing and approving reports, administratively approving payment invoices etc.

Participates on behalf of the Office of Financial Management (OFM) on Mission teams that are set up to address financial and implementation issues for host-country grants. Works closely with country counterparts, Government of Rwanda and Burundi, and other senior officials on special projects assigned; for example assessments of host country systems and funding issues for host-country grants with the Ministry of Finance and Economic Planning (MINECOFIN)

Reviews host-country and cooperating agency grant and memorandum of understanding documentation, i.e., proposals, MOU, progress and financial reports and provides advice to Grantees on USAID procedures and required financial documentation. Analyses the proposals and accompanying budgets received from NGOs for assistance.

Represents OFM on technical program/activity design and implementation. Render advice and assistance on financial feasibility of projects, adequacy of program budgets, alternative sources of financing, financial reporting requirements, conditions for the award etc. Proactively participate in evaluation of proposals including cost benefit analysis, cash flow analysis, computation of financial ratios, including adequate financial procedures etc.

Serves as the primary point-of-contact for OIG and RIG financial and performance audits. Coordinate initial information submitted to OIG/RIG, participate in entrance and exit conferences, follow-up to ensure that response to audit findings are developed and timely corrective action is taken on deficiencies noted and reported.

D. General Responsibilities - 5%

Delivers presentations and reviews presentations prepared by other team members relating to training on financial Management to Mission staff and implementing partners.

Collaborates with Executive Office and Embassy counterparts to help subordinates put together annual ICASS workload counts and reviews related data analysis.

Performs related Financial Management duties as may be assigned by the Mission Controller.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: University Masters level degree in accounting, finance economics, or business administration or an equivalent professional certification is required. CPA is highly preferred.
- b. Prior Work Experience: Minimum 7 years of progressively responsible professional experience in financial analysis, budgeting, auditing, and/or accounting is required. Extensive experience in use of automated accounting systems and computer softwares is required. Prior USAID and/or PIO (accounting/financial management/audit) experience is highly desirable.
- c. Post Entry Training: Completion of the USAID/Washington Financial Management Training Program, including Appropriations Law, Advanced Accounting and Advanced Financial Analysis, COR/AOR is required.
- d. Language Proficiency: Level IV oral and written English capability is required. Written English skills are particularly important. The incumbent must be able to express ideas and concepts clearly and accurately both verbally and in writing. Level IV Kinyarwanda and French are also required.
- e. Job Knowledge: 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. Must be completely familiar with USAID accounting budgeting, audit and reporting systems, financial regulations and procedures. Have a thorough knowledge of how USAID projects are designed, developed, implemented, modified, audited and evaluated. Other than financial database, systems experience also desirable.
- f. Skills and Abilities: Must have an unusual ability to detect the financial strengths and weaknesses of projects. Must be able to make independent judgments in most cases on systems and controls. Must be able to develop and maintain contacts with high level GOR officials in both technical ministries and the Ministry of Finance. Must be able to represent USAID/Rwanda and Burundi along with A/CORs at meetings with grantees, cooperating agencies, and non-government organizations who implement USAID projects. Must be able to present facts and recommendations in a clear concise manner, both orally and in writing. Skill in writing English is particularly important.

16. POSITION ELEMENTS

- a. Supervision Received: Incumbent directly reports to the Controller
- b. Supervision Exercised: Direct Supervision of at least three (Grade FSN-11) Financial Analysts, involving assigning tasks and reviewing their completed assignments.
- c. Available Guidelines: USAID ADS guidelines, Federal Acquisition Regulations, Appropriations Law, Post Mission Orders and Phoenix User Guides. Advanced level of understanding is required to enable the incumbent to successfully fulfil responsibilities listed in section 14 above, e.g. to represent OFM at internal USAID and external meeting with Government of Rwanda and Burundi officials and implementing partners.
- d. Exercise of Judgment: Exercises significant degree of judgment with respect to day to day responsibilities e.g. in assignment responsibilities, analyzing data, responding to audit queries, during meetings with partners and Government of Rwanda and Burundi Officials, reviewing program vouchers etc.
- e. Authority to Make Commitments: Yes, on behalf of Office of Financial Management with respect to reporting deadlines, scheduling field visits and financial reviews, making staff assignments etc.
- f. Nature, Level, and Purpose of Contacts: The incumbent advises, facilitates and represents Office of Financial Management within the Mission at all levels up to the Mission Director, with host Government high-level representatives, senior management of USAID's implementing partners, Inspector General Auditors and Inter-Agency platforms.
- g. Time Expected to Reach Full Performance Level: Two Years