



USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

**Advertisement No.** : USAID/14-05  
**Position Title** : Financial Analyst  
**Number of Positions** : One  
**Office** : Regional Financial Management Office (RFMO)  
**Grade** : FSN-10  
**Location** : The position is based at New Delhi.  
**Working Hours** : 40 hours per week, Monday to Friday, 8:30am to 5:00pm

**Education:**

Bachelor's degree in Accounting, Finance, or Business Administration is required. Chartered Accountant (CA), Cost Accountant (CWA) or Certified Public Accountant (CPA) or its equivalent degree is desired.

**Experience:**

Five years of progressively responsible experience in accounting related work or auditing is required. Two years related work in a development organization is desired.

**Duties:**

The Financial Analyst is responsible for providing primary financial support and advice to the Development Objective (DO) Team(s) and functions as the Regional Financial Management Office (RFMO) representative regarding DO activities. The incumbent will perform financial management functions – budgeting, accounting and financial analysis, as delegated by the Deputy Controller/Controller – to support the implementation of USAID/India and Sri Lanka programs. The incumbent provides technical guidance on USAID procedures and accounting control requirements to the DO Teams and implementing partners.

Broadly the incumbent's Duties and Responsibilities include:

a. For proposed (new) projects/activities, the incumbent will: (1) perform detailed review and analyses of financial plans for all proposed programs/projects/activities to determine reasonableness, and make suggestions and recommendations on the feasibility of

proposed programs/projects/activities; (2) advise/assist the DO team(s) in preparing independent cost estimates (budgets) and in drafting the financial analysis sections of project design and implementation documents – covering the financial accounting, reporting, and budget control policies; (3) perform, pre-award surveys of prospective recipient’s administrative and financial management operating procedures/practices – assessing effectiveness of internal controls to determine recipient’s institutional capabilities to implement USAID programs/projects/activities, and making appropriate recommendations to strengthen or resolve weaknesses, if any; and (5) provide assistance and advice to prospective contractors/grantees in ensuring that effective and efficient accounting systems are established and maintained in accordance with USAID requirements.

b. For on-going projects/activities, the incumbent will (1) assist/guide the DO Team(s) in complying with USAID financial requirements associated with programs/projects/activities implementation; (2) perform site visits and conduct periodic financial review/surveys of the institutions responsible for implementing USAID projects – to monitor financial and accounting performance and determine validity/reasonableness of reported expenditures; and (3) participate in project implementation reviews, project committee meetings, and other DO Team activities as determined appropriate –providing financial input as needed.

c. With respect to audits and vulnerability assessments, the incumbent will (1) assist the supervisory financial analyst in developing /updating the DO audit inventories and audit plans to ensure all required audits of recipients are performed and included in the Mission overall inventory and audit plan; (2) review audit report findings, coordinate with appropriate offices in developing the Mission response, and ensure adequate/appropriate actions are taken to resolve/close audit recommendation in a timely manner; and (4) assist the Controller to conduct reviews of Mission internal operations and assist/guide Mission offices during the annual vulnerability assessment exercise as required by the Federal Managers’ Financial Integrity Act (FMFIA), and in correcting deficiencies identified during such reviews.

d. The incumbent will perform administrative support functions, as follows: (1) post and maintain financial data associated with the DO programs/projects/activities in the Phoenix database; (2) review all obligation, earmark, and commitment documentation for funds control and validate fiscal data to ensure compliance with administrative and statutory requirements; (3) validate accuracy of financial data and appropriateness of documentation presented to support fulfilment of Conditions Precedent, if any, prior to disbursement; (4) conduct periodic Section 1311 review of DO activities to validate outstanding obligations and commitments, and prepare adjusting entries, if required, to bring project/program account balances or pipelines into accurate levels; (5) develop accrual criteria for each project and other activities, and coordinate development of accrued expenditures on a quarterly basis with AOTRs/COTRs; (6) advise DO Teams on forward funding guidelines and pipelines status, including reviewing options on reducing pipelines to reasonable levels; (7) assist the supervisory Financial Analyst to prepare quarterly financial analysis reports on the financial progress of on-going projects/activities; and (10) generate special reports, as requested.

Perform other duties as assigned or required.

**Language:**

Fluency (Level 4) in English and Hindi is required.

**Knowledge:**

Knowledge and understanding of professional accounting and auditing principles and practices is required.

**Ability and Skills:**

Communication skills to present facts and recommendations in a clear and concise manner, both orally and in writing; inter-personal and computer skills (MS Office, etc.) are required. Analytical skills to make independent judgments on institutional capabilities and adequacy of accounting systems of USAID implementing institutions are desired.

**Opening Date for**

**Applications** : April 30, 2014

**Closing Date for**

**Receipt of applications:** May 21, 2014 at 1700 hours

**To Apply:**

1. Interested applicants must apply on Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1860/ds174\\_0.pdf](http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf)

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:  
Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

**Or**

**Electronic Submission to:** [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

**Notes:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.