



USAID | INDIA

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

- Advertisement No.** : USAID/14-06
- Position Title** : Financial Analyst
- Number of Positions** : One
- Office** : Regional Financial Management Office (RFMO)
- Grade** : FSN-11
- 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 highly desired.

Experience:

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

Duties:

As supervisory Financial Analyst, the incumbent is responsible for managing the day-to-day operations of the Financial Analysis (FA) division of the USAID/India Regional Financial Management Office (RFMO), reporting directly to the Chief Accountant (Deputy Controller). The incumbent serves as the principal advisor to the project offices and implementing partners in matters relating to financial management of program funds including but not limited to funding mechanisms, budgets, accrual development expenditure tracking and audits. The incumbent also provides financial management support services to USAID/Sri Lanka.

Broadly the incumbent's duties and responsibilities include:

The incumbent serves as the principal financial advisor to the project offices on financial systems, financial management and audit management apart from managing day-to-day operations of project funded activities ensuring that the funds control, accounting, and

reporting functions of the RFMO are carried out in a timely manner and in compliance with USAID financial policies and procedures. S/he will supervise two financial analysts and provide necessary guidance, advice and assistance to Mission and regional staff regarding the Agency's financial policies and procedures.

a. As a member of the financial analysis team of the RFMO, the incumbent will be responsible to assist the Controller in determining the capacity of prospective recipients and the most suitable implementation mechanism. In this regard, the Financial Analyst will conduct the due diligence, pre-award assessments of potential grantees with the technical and procurement offices.

b. The incumbent will provide assistance and advice to prospective contractors/recipients in ensuring that effective and efficient accounting systems are established and maintained in accordance with USAID requirement. S/he will assist the Controller/Deputy Controller in conducting capacity building workshops for recipients.

c. The incumbent will supervise two financial analysts who in collaboration with the Development Objective (DO) Teams will conduct a full range of analyses, review, and assessments to determine adequately forward fund needs, fund sufficiency, and the financial viability to carry out proposed program activities. S/he will also ensure that all program obligations are accurately posted in the agency's accounting system.

d. The incumbent will manage the audit of all USAID funded projects. Along with the other analysts, the incumbent will plan the annual audits required, perform audit liaison with the recipients, auditors and the Regional Inspector General of the US Government. S/he will be responsible to ensure maintenance of comprehensive audit files, coordinate responses to audit reports and ensure timely close out of all audit recommendations.

e. The incumbent will plan, manage and conduct financial reviews of organizations that do not fall in the threshold of audit requirement to ensure the validity/reasonableness of reported expenditures within the agreed framework of USAID agreement.

f. The incumbent will monitor the periodic Section 1311 reviews of unliquidated program funded obligations to ensure validity of obligated funds for certification by the Controller, and review/clear any proposed de-obligation actions for accuracy. S/he will coordinate with the project and program office to ensure that year end activities for funds utilization are completed as per the guidelines from USAID, Washington.

g. The incumbent will oversee the preparation of quarterly, semi-annual and annual reports related to program funds and provide analytical insights into the utilization of program funds by the projects.

h. The incumbent will periodically analyze accounting data, prepare reports showing trends (favorable/ unfavorable) or deviations from approved budgets/plans and making recommendations/suggestions addressing deviations, thereby assisting or contributing to the Mission decision and policy-making process. As the Phoenix Coordinator, S/he will ensure integrity and accuracy of financial information in the system database. S/he will make independent decision regarding archiving/deletion of data in the system. S/he will

recommend/suggest modification/alternation in the existing programs and reports to meet the needs of users and external customers.

- i. The incumbent will serve as the backstop for the Chief Accountant (Deputy Controller), as required.

Language:

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

Knowledge:

Thorough knowledge of generally accepted accounting principles and practices; general knowledge of USAID business, its goals and objectives; familiarity with Indian business practices and commercial accounting systems.

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.); analytical skills to make independent judgments on institutional capabilities and adequacy of accounting systems of USAID implementing institutions.

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

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

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.