

FOR IMMEDIATE EMPLOYMENT

FINANCIAL ANALYST

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Financial Analyst (FA) in the Financial Management Services Division (FMSD), Regional Financial Services Center/Manila (RFSC), with the responsibility of: (a) Providing financial management support services to USAID/Philippines, USAID/Pacific Islands and their Client Missions; (b) Promoting sound financial management practices and providing the necessary assistance to the Mission and its Contractors and Recipients and to the Host Country Government, so that there exists an adequate level of accountability and control, in accordance with generally accepted standards and internal policies of those organizations; (c) Performs tasks necessary to achieve the desired goals and objectives of USAID Forward, ensures that the Mission resources are safeguarded from possible fraud, waste, misuse, and abuse; actively participates and proactively gets involved in all stages of an Assistance Objective activity cycle—from design, to implementation, to audit and closeout—using both technical and interpersonal skills. As a member of the RFSC team, provides assistance/support services to the Regional Controller, Mission Management, Contractors/Recipients, and Host Country Government, thru the Annual FMFIA Reviews and semi-annual MCRC meetings; Financial Audit /Review Planning and implementation Process; Audit Management, Resolution and Closure program, and participate in Financial Management Training.

The candidate must meet the following Evaluation Criteria:

* Education (10%) Required a degree in Accounting, Financial Management or Business Administration. Must be a Certified Public Accountant.

* Work Experience (20%) A minimum of four to six years of progressively responsible, professional-level experience in professional accounting, financial management, auditing or business management consulting.

* Job Knowledge (25%) A thorough knowledge and understanding of pertinent U.S. Government, USAID, and Host Country laws, regulations, and procedures relating to budgeting, auditing, accounting, and financial management. A thorough knowledge of the USAID activity design, development, implementation, revaluation and closeout processes.

* Skills and Abilities (25%) Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities, and adequacy of accounting, financial management and internal controls. Ability to present recommendations to a broad audience, both orally and in writing. Ability to use various computer software (e.g. Excel, PowerPoint, Word) when preparing reports. Skills in working with the officials and staff of the Host country, Contractors, Grantees, who may be unfamiliar with USAID's programming and budgeting process. Ability to work well in teams.

* Communication and Computer Skills (20%) Excellent command of English (both written and oral). Ability to develop and deliver professional quality reports and presentations using various computer software (e.g. Excel, PowerPoint, Word).

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary will be negotiated based on a combination of the candidate's salary history and of the organization's pay plan.

Note: USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.

**Application letter and comprehensive resume must be received no later than November 22, 2013 at:
Human Resources Division, P.O. Box EA 423 1000, Ermita, Manila or via email at aidmnlhr@usaid.gov**