



USAID | AFGHANISTAN

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Vacancy announcement #: USAID/306/15/23/OFM

Solicitations open to: All Interested Afghan Nationals
Position Title: Financial Analyst
Type of vacancy: Single
Opening date: April 6, 2015
Closing date: April 20, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-11 (Trainee level at FSN-10 and 9)

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Financial Analyst** in the Office of Financial Management (OFM). Successful candidates will be hired at the FSN-9 Trainee level unless they can demonstrate that they have met all of the requirements of the higher grade level.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Financial Analyst (FA) in the Office of Financial Management (OFM), USAID/Afghanistan reporting to the Supervisory Financial Analyst. S/he works in the Audit Management Division supporting the management of financial audits program and the Administrator's Accountable Assistance for Afghanistan (A3) initiative which requires 100% audit of all locally incurred program costs by USAID's Implementing Partners in Afghanistan.

S/he also provides professional financial management support on a broad range of financial management issues to the Controller, Mission Management, Strategic Objective/Assistance Objective Teams (SO/AO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities.

As OFM's representative to the SO/AO team to which s/he is assigned, s/he performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Afghanistan's program-funded activities.

At the FSN – 11 level

MAJOR DUTIES AND RESPONSIBILITIES:

A. In line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent acts as the Audit Management Officer's designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. S/he assists in developing the annual audit inventory under his/her assigned portfolio through obtaining inputs from cognizant A/COR on activities that need to be audited or on which financial reviews need to be conducted. In coordination with the A/COR, he/she ensures the completion of required financial audits in accordance with the U.S. Government (USG) Audit Guidelines and assists in developing audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on Mission audit requirements.

S/he provides advice/guidance to those under audit, including audit firms, in consultation with the Office of the Inspector General (OIG) to ensure full compliance with USAID audit requirements. S/he participates in audit entrance and exit conferences, as necessary, and

reviews audit recommendations and draft audit reports. S/he assists in the preparation of management decisions which involves preparation of comprehensive financial analysis supporting questioned cost determination. Further, the incumbent also works closely with the USAID A/COR, the Contracting/Grant Officer, and grantees/contractors to resolve and close audit recommendations in a timely manner.

When financial assessments, limited financial reviews and financial audits are contracted out to local audit firms, s/he acts as COR of the contract, or assists the COR to work closely with the firms' assigned staff and reviews their performance to ensure compliance with the contract's scope of work.

- B.** As the cognizant OFM/FA backstop to his/her assigned portfolio, s/he reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. S/he participates in discussions and decision making related to the principal team's functions of program planning and achieving results while ensuring that financial management, internal control, and accountability issues receive adequate consideration. Provides financial advice, analyzes, and makes recommendations on the financial feasibility of implementation alternatives. Assists in reviewing implementing agency work plans, budgets and compliance with laws, regulations, contract/agreement provisions and policies. S/he prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.
- C.** S/he provides financial status reports needed by Agreement Officer/Contracting Officer Representatives (A/CORs) to monitor the financial progress of the activities they manage. S/he prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties. S/he assists the A/COR and technical office budget assistants in the preparation of quarterly project accrual sheets, reviews the accrual estimates and posts accrual data into the accounting system (Phoenix). The incumbent reviews close-out documents to ensure that finance-related close-out actions such as completion of required audits, finalization of NICRAs, payment of final claims and de-obligation of excess funds are properly carried out, if necessary.
- D.** S/he conducts comprehensive institutional reviews of potential recipients to assure that these institutions maintain the institutional capability to manage USAID resources and comply with documentation and reporting requirements. Recommendations and conclusions from the institutional reviews serve as the basis for the Agreement Officer to determine if the institution is eligible to receive USG funding, and for the Controller to determine the appropriate payment mechanism for the activity. S/he conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify that actual costs incurred are allowable. Makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations, and following up on actions taken to address recommendations.
- E.** S/he also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA); s/he performs the risk assessment of various functional areas and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices.

She/he assists in capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.

- F.** Assists in other areas within the Audit Division/Financial Analysis Section, as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

At the FSN – 10 level

The Financial Analyst performs the same duties as above but at a lower level of responsibility and autonomy. The Financial Analyst may be under the supervision of a FSN-11 financial analyst or will manage a smaller award portfolio under close supervision.

At the FSN-9 Level

The incumbent performs the same duties as the FSN-10 level but will carry out day to day activities under the mentorship of a more senior office employee. The employee will generally be assigned discrete tasks related to an audit portfolio, or discrete tasks related to supporting a technical office with financial analysis.

QUALIFICATIONS/EVALUATION CRITERIA:

Education at all grade levels: A university degree in Accounting, Finance or Business Administration is required. Certification or credits toward certification with the Association of Chartered Certified Accountants (ACCA) is highly desired.

Experience:

At the FSN-11 level

Five years of progressively responsible work experience in professional accounting and auditing. At least three years of this experience should have been with the USG or with other donor entities, international non-governmental organizations, or private accounting firms.

At the FSN-10 Trainee level

Three years of progressively responsible work experience in professional accounting and auditing. One year of this experience should have been with the USG or with other donor entities, international non-governmental organizations, or private accounting firms. Two years of the accounting function experience can be as defined in the FSN-9 Trainee level below.

At the FSN-9 Trainee level

Two years of progressively responsible work experience in professional accounting, preferably with USG or donor entities, international non-governmental organizations or professional accounting firms. Experience in performing various accounting functions such as auditing books and financial statements, designing and controlling a system of records, and preparing financial statements are all acceptable forms of accounting experience at this level.

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.

Knowledge, Abilities and Skills:

At the FSN-10 and FSN-11 Level

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as the principles and accepted practices of the U.S. Government and host country laws, regulations, and procedures relating to budgeting, auditing, accounting and financial management is required. Incumbent must have excellent analytical skills and be capable of exercising sound judgment; ability to anticipate and evaluate future outcomes based upon current events; excellent organizational skills, and ability to handle multiple tasks at the same time. Incumbent must have the ability to analyze and evaluate audit reports and related recommendations and proposed corrective actions, the ability to (1) dig through a large mass of

difficult and possibly conflicting materials to find relevant information, and (2) to professionally evaluate the audit/cost implications of relevant data; with ability to present review results and recommendations to a broad audience, both orally and in writing. The FSN 10 and FSN 11 employee will both have this same Knowledge, Skills, and Abilities, while the FSN-10 may have mastered these skills to a lesser degree due to a lower level of on the job experience.

At the FSN-9 Level

Knowledge, Skills, and Abilities: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, as well as experience with host country laws, regulations and procedures relating to budgeting, auditing, accounting and financial management is required. Incumbent must have excellent analytical skills and be capable of exercising sound judgment; excellent organizational skills and ability to handle multiple tasks at the same time while under close supervision. S/he must have the ability to dig through a large mass of difficult and possibly conflicting materials to find relevant information and convey the results in written form.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov with a **Subject line: (Financial Analyst (OFM 1523)**

ANY/ALL application submissions after the closing date of April 20, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) http://kابل.usembassy.gov/job_opportunities2.html <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174 form;

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female applicants are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY