



**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Financial Analyst  
**Type of vacancy:** Multiple  
**Opening date:** August 10, 2016  
**Closing date:** August 24, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-11 (FSN10/09 at a training level)  
**Vacancy announcement #:** USAID/306/16/54/OFM

**Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide services as **Financial Analyst** under a personal services contract, as described in the attached solicitation.

**BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Financial Analyst in the Office of Financial Management (OFM), USAID/Afghanistan. He/She provides professional financial management advice 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 he/she is assigned, he/she performs necessary analyses and provides appropriate advice on financial and accountability issues related to planning and implementing USAID/Afghanistan's program-funded activities with an estimated \$2.5 billion in unliquidated obligations as of June 30, 2016.

**This position is a part of an approved Career Ladder, and may not be filled on a continuing basis. Should the Job Holder(s) be unable to progress to the full-performance (FSN-10) level, they may be considered for reassignment to a continuing vacant FSN-09 position through competition for which they are qualified, if any, or separated.**

**MAJOR DUTIES AND RESPONSIBILITIES:**

**At the FSN – 11 level:**

- A. As the cognizant OFM/FA backstop to his/her assigned portfolio, the incumbent 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 relating to the principal team 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. She/he prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

- B. The incumbent 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 closeout documents to ensure that finance-related closeout 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.
- C. The incumbent 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. She/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 allow ability of actual costs incurred. 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.
- D. 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 assist in developing audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on Mission audit requirements.
- E. The incumbent provides advice/guidance to auditees and audit firms in consultation with the Office of Inspector General (OIG) to ensure full compliance with USAID audit requirements. The incumbent participates in audit entrance and exit conferences, as necessary, and reviews audit recommendations and draft audit reports; and 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 Alternate Contracting Officer Representative (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, the incumbent acts as Contracting Officer's Representative (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 scope of work. The incumbent 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. The incumbent 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.

**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 an 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 task related to supporting a technical office with financial analysis.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** A university degree in Accounting, Financial Management, and Business Administration (with a focus in finance) is required. (Educational requirement must be met at the time of application for the subject position).

#### **Prior Work Experience:**

**At the FSN-11 level:** A minimum of five years of progressively responsible work experience in professional accounting and/or audit management of which at least three years of this experience is in an area that demonstrates a professional accounting and financial management operations and financial analysis with Public/Private accounting firms, international bi-lateral or multi-lateral organizations or public/private accounting firms is required.

**At the FSN-10 Trainee level:** A minimum of four years of progressively responsible work experience in professional accounting and/or audit management of which at least one year of this experience is in an area that demonstrates a professional accounting and financial management operations and financial analysis with Public/Private accounting firms, international bi-lateral or multi-lateral organizations or public/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:** A minimum of three years of progressively responsible work experience in professional accounting and/or audit management with a demonstrated experience in performing various accounting functions such as auditing books and financial statement analysis, designing and controlling a system of records and preparing financial

statements that are all acceptable forms of accounting experience at this level is required. (Work experience requirement must be met at the time of application).

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

#### **Job Knowledge, Skills and Abilities:**

**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 masses 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 will both have this same Knowledge, Abilities, and Skills 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:** 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 masses 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](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Financial Analyst 1654.**

**ANY/ALL application submissions after the closing date of August 24, 2016 will not be considered.**

**NOTE: This solicitation is intended to recruit simultaneously with similar major duties, responsibilities and required qualifications various offices within USAID/Afghanistan. Respective offices to be covered under this solicitation will have individual classified and approved position descriptions that will be used for PSC contracting purposes.**

#### **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://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) <http://www.state.gov/docum>

[ents/organization/136408.pdf](#) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>.)

Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND GENDERS ARE URGED TO APPLY