



Memorandum

DATE: August 20, 2013
FROM: Joseph Varley, Acting Supervisory EXO
SUBJECT: Vacant Position: USAID Mali OFM Financial Analyst
TO: Open to US Mission Locally Employee Staff and other potential candidates.

OPENING DATE: August 22, 2013

CLOSING DATE: September 12, 2013

GRADE LEVEL: **FSN PSC-11 (FCFA 11,041,502 to FCFA 17,114,330)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Financial Analyst for its Financial Management Office.

Basic Function of Position

This is a non-supervisory Financial Analyst position in OFM/Bamako. This position is supervised by the Supervisory Financial Analyst. The incumbent reviews and analyses all grants or other activity proposals being considered by the SO Teams, develops scopes of work for financial audits, backstops audit teams, works with SO activity managers to bring audit recommendations to closure, and works with the Office of Financial Management to facilitate the timely payment and accounting processes and to resolve problems or issues.

The Financial Analyst, serving as an SO team member, will provide financial management advice and support to the assigned SO teams with a focus on the Mission's core values (Customer Focus, Results Orientation, Empowerment & Accountability and Teamwork).

Major Duties and Responsibilities

90%

A. The FA will assist in the development of solid financial plans for all new and modified activities. With respect to new designs, the FA will ensure that the Supervisory Financial Analyst is fully aware of planned implementation/financing methods as the design develops so that final clearance can be quickly obtained.

The FA will advise the SO team of the on-going financial management of all activities in the SO team's portfolio, consistent with the activity design and implementation plan and in conformity with the ADS. This will include:

- Providing funding information and assisting in the preparation of budgets for all financial documents. i.e., MAARDS, budgets in implementing instruments, cost analyses, SOAG budget amendments, personnel contracts, technical assistance contracts, etc.



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- Reviewing and clearing all implementing documents, such as Grant Agreements, Contracts, Implementation Letters, requests for Proposals and other similar documents for reasonableness, accuracy and compliance to reporting requirements.
- Presenting a quarterly financial status report of obligations, commitments and disbursements for all on-going activities in the portfolio and highlighting financial management issues that should be addressed by the SO team, including anticipated financing requirements and projected pipelines. Providing meaningful information from USAID's official accounting records and other special financial analyses as requested by the team leader(s).
- Conducting pre-award administrative capability assessment and periodic financial reviews of recipient organizations to ensure good financial management practices are being followed. Making formal recommendations for improving internal financial management and internal control systems in recipient organizations. Identifying the need and arranging for customized technical assistance to improve grantee financial management capabilities.
- Preparing an Annual Audit Plan for the portfolio, including information on the nature of the recipient organizations, projected annual disbursements, type of commitments, special audit concerns, and the type of audit required (Recipient Contracted, Non-Federal of Performance). Preparing scopes of work for financial assessments, financial reviews and/or audits by external CPA firms of proposed or current recipient organizations.
- Assisting the activity managers in the following (primary responsibility still rests with the activity manager):

The preparation and/or review of the Annual Implementation and Financial Plans for recipient organizations; the preparation of the quarterly accruals; timely follow-up and closure of audit recommendations, timely close-out of obligations, earmarks and commitments under implementation instruments, review of vouchers submitted by contractors and other implementing partners, analysis of the appropriateness of funds request (cash flow analysis) from recipients, reviewing the accuracy and timeliness of the grantee financial reports; monitoring the Host Country Contribution requirements and documentation; other financial management assignments as required (e.g., USAID/W audits).
- Work with Government of Mali officials to help them design and implement improvement in government financial management.

The FA will work with the Chief Accountant to ensure the timely processing and posting of financial transaction in the Mission's official accounting records (Phoenix) and will take the lead on other financial management issues such as:

- Resolving voucher inquires and payment related issues.
- Analyzing historical financial information and pipelines.
- Facilitating required OFM clearances on all documents.
- Providing the team a monthly update on the status of outstanding audit recommendations.
- Arranging for an alternate representative during extended periods of leave,
- Resolving outstanding advances to grantees

10%

B. The incumbent may be asked from time to time to assist on other special assignments identified by the Supervisory Financial Analyst based on Mission priorities and needs



Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff and other potential candidates;
2. Possession of a University degree in accounting, finance or business administration, or its equivalent and at least 4 years of formal training in type, level of responsibility, scope and thoroughness in advanced public or private business management of accounting practice is required. Professional certification such as CPA or ACCA is desired;
3. Three years progressively responsible experience in financial management, accounting, or audit is required. Good knowledge of public sector accounting principles as well as knowledge and experience in internal auditing and analytical accounting as they apply to internal controls and procedures is desired.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.

Qualifications Required:

1. **Education (10%):** Possession of a University degree in accounting, finance or business administration, or its equivalent and at least 4 years of formal training in type, level of responsibility, scope and thoroughness in advanced public or private business management of accounting practice is required. Professional certification such as CPA or ACCA is desired.
2. **Prior Work Experience (30%):** Three years progressively responsible experience in financial management, accounting, or audit is required. Good knowledge of public sector accounting principles as well as knowledge and experience in internal auditing and analytical accounting as they apply to internal controls and procedures is desired.
3. **Language Proficiency (10%):** Level IV English and French ability (fluent) is required. Skill in writing English is particularly important for technical reports.
4. **Knowledge (30%):** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of government and business financial accounting, budgeting and reporting is required.
5. **Skills and Abilities (20%):** The incumbent must have the ability to detect the financial strengths and weaknesses of activities. Must be able to make independent judgment on institutional capabilities and the adequacy of accounting system and controls. Must be proficient at extracting financial information for use in management reports. Must be proficient in the design and use of complex electronic spreadsheets and in the use of word processing software. Must be able to develop and maintain contacts with high-level officials of Host Country institutions selected to implement the activities. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. The Incumbent must be a service-oriented team player with sound interpersonal skills, be able to communicate effectively and maintain cordial working relations with American and FSN colleagues, representatives of NGOs, host country and international entities and be able to deal with the public in an informative, direct and nonabrasive way on delicate issues.

Maximum Evaluation Score 100 points.



POSITION ELEMENTS

- a. **Supervision Received:** The incumbent reports to the Supervisory Financial Analyst and in his/her absence, to the Controller. The SO team leader and the Supervisory Financial Analyst will jointly establish work objectives; the Supervisory Financial Analyst will prepare written performance evaluation reports, based substantially on input from SO team leaders, with the Controller as the reviewing official.
- b. **Supervision Exercised:** This is a non-supervision position.
- c. **Exercise of Judgment:** The incumbent must exercise independent professional judgment on a broad range of financial issues, must be very perceptive, and must be able to identify condition, cause and effect of weaknesses when evaluating an activity.
- d. **Authority to Make Commitments:** The incumbent has no independent authority to make commitments on behalf of OFM, USAID/Mali or the U.S. Government.
- e. **Nature, Level, Purpose of Contacts:** The incumbent will be working frequently with mid-level Host Country and other partners and USAID officials. Also, there will be periodic contact with senior level partners and USAID officials. Like all Mission employees, the incumbent must understand and adhere to the Mission Ethics regulations.
- f. **Time Required to Perform Full Range of Duties after Entry into Position:** Two years.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the OFM Financial Analyst position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.



SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available on the following websites (<http://www.usaid.gov/mali/partnership-opportunities/local-vacancy>) or (<http://mali.usembassy.gov>).

CLOSING DATE FOR THIS POSITION: September 12, 2013

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.