

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 14-055

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Chief Accountant, FSN-12

(Salary approx. Tk. 200,000 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade.)**

OPENING DATE: September 24, 2014

CLOSING DATE: October 19, 2014

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Senior Accountant in the Office of Financial Management (OFM).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Chief Accountant is primarily responsible for the day-to-day “core” accounting operations, ensuring that funds control, budgeting, Project and OE accounting, payments, receivables, asset management, and financial reporting functions at the Mission level are carried out in a timely manner. S/he is also one of the key member of the Office of Financial Management team. As such, s/he is responsible for ensuring appropriate application of OE resources, for preparing the annual OE budget relative to the Annual Report submission, and reviewing the ICASS budget for USAID. The ICASS budget includes the work load counts, verification, Mid year review, and verification of Final invoice. S/he manages the operation of PHOENIX.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Core Financial Operations and Mission Accounting and PHOENIX Operations.

Manages the operation of the Mission Accounting and Control System (PHOENIX), which accounts for and controls all aspects of appropriated and non-appropriated funds. Ensures that all accounting operations are properly conducted and that all entries are backed up by source documents. Ensures the timely and accurate posting of all transactions into PHOENIX. Ensures monthly closing is accurately reconciled and provides accurate and timely quarterly "data call" to USAID/W to U.S. Disbursing Officer (USDO) accounts and adjustments posted within the following month. Maintains appropriate internal controls to ensure that obligations and disbursements for both OE and program funds do not exceed authorized funding levels and that all obligations incurred are in compliance with the requisite authorization. Guides the voucher payment process to ensure compliance with laws and regulations and overriding terms of agreement/contract and availability of funds

Provides reports on the financial status of program and operating funds to USAID/W, grantees, host government institutions and the Mission. Interacts with GOB, ERD, Ministry of Finance on the program portfolio. Monitors all payments due to the U.S. Government from the borrowers (banks) on the guarantee loan program. Follows-up to ensure all payments are made on time.

Manages the trust fund account. Conducts meetings with representative of Citibank Bangladesh, the USDO repository for deposits into and withdrawals of money from the trust fund and the investment accounts.



Conducts reviews of the operational cost, property accounting records, and reconcile for NXP sales proceeds.

B. Supervisory Responsibilities

Guides and coaches subordinate staff. Provides work performance feedback. Prepares work objectives and annual performance reports. Plans, organizes, prioritizes and reviews the work assignments of Project and OE accountants and the Supervisory Voucher Examiners. Provides technical guidance on complex issues, follows up to ensure that actions are taken within the appropriate time period. Provides on the job training as needed. Ensure the correctness and accuracy of all PHOENIX entries by daily checking of the PHOENIX transactions. Chief Accountant is the PHOENIX site co-ordinator in USAID/Dhaka.

C. Cash Management and Funds Control

Oversees the review and analysis of all requests for obligating, earmarking and/or committing funds prior to submission to the Controller for signature. Schedules periodic reviews of advances to determine if amounts are appropriate and ensures that all overdue advances are brought into current status. Ensures that the Project and OE Accountants conduct section 1311 reviews of all obligations and identify funds available for reprogramming or deobligation.

D. Operating Expense

Directs the preparation of the OE and Trust Funds budgets, as part of the Mission Annual Report. Assists in the formulation, preparation, and review of requests for funds. Directs execution of approved operating budgets. Forecasts deficiencies or excesses in budgeted amounts. Oversees the review of the ICASS budgets and related work load calculations.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.



Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. Education: Masters in Commerce in Accounting, Finance or Business Administration is required. Chartered Accountant (CA) certification with public accounting experience is highly desirable *(You must attach a copy of your certificate along with your application form.)*

15 points

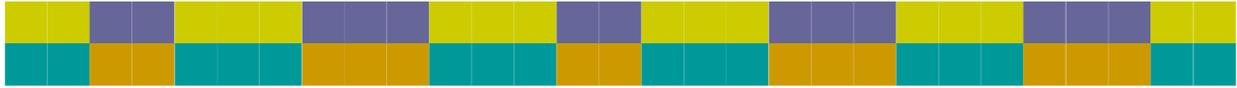
2. Prior Work Experience: A minimum of six to eight years of progressively responsible public or private accounting. At least four years of the experience should have been with an international organization. Three to five years of supervisory experience is required for this position.

35 points

3. Knowledge: A thorough and sound knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and host country governmental and business accounting, budgeting and reporting is required. Must have an expert knowledge of laws, regulations and procedures applicable to financial management. Must have a comprehensive knowledge of an exceptional expertise in project planning and implementation procedures and of organization and operations in general.

25 points

4. Skills and Abilities: A high level of analytical skills, professional expertise and sound judgment is required. Ability to compile and present masses of detailed financial and related information in a concise and fully professional manner. Ability to supervise, direct and coordinate various elements of a complex accounting operation. Ability to maintain effective working relations with other personnel in USAID and other USG agencies at post, and with mid-level officials of the host government, local banks, and



local business organizations. Ability to use a personal computer and knowledge of spreadsheet and word processing software is required. Ability to analyze a variety of financial information and assess its relative importance and value.

25 points

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV fluent proficiency, both written and spoken English, is required. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.



TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka - 1212



DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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. Women and members of minority groups are encouraged to apply.