

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 061-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Financial Management Analyst, FSN-08/FP-06

OPENING DATE: September 21, 2015

CLOSING DATE: October 5, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-08)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-06)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Financial Management Analyst. The position is located in the Management Section and reports to the Financial Management Specialist.

BASIC FUNCTION OF POSITION:

Under the direction of the Financial Management Specialist, conducts financial planning, budget formulation, analysis, evaluation, projected forecasting, execution, monitoring, control, auditing and reporting of post's budget. The position formulates funding requests, analyses and reviews authorized or projected budgets to the tune of \$10 Million annually for ICASS, PROG, PAS, REP, DS, MSG, CONS MRV, CONS DV, AF MRV, EPAP, DOD, OBO, OSC, PC CDC and USAID. Prepares regular analysis of comparison of budgeted expense with year to actual year to date and amounts projected to the end of the year, and submits various budget reports and data calls as needed. The position acts as Leader of a Team of Four Budget staff (V/Examiners & Accounts Techs).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Bachelors degree in Finance, Business Administration or Accounting is required.
- 2. Experience:** Three to Five years of progressively responsible work experience in budgeting, Accounting or financial matters is required.
- 3. English Ability:** Level four English Language ability (fluency) in written and spoken English required. English Level will be tested.
- 4. Other Criteria:** Thorough knowledge of Accounting Principles and techniques. Must be able to acquire the following knowledge within a reasonable period of time; thorough knowledge of USG Appropriation laws, 4 FAM, 4 FAH, DSSR, DOD, OSC, PD Funding regulations and procedures relating to budgeting, accounting and financial management. Thorough knowledge of interagency Transfer of Fund procedures. Thorough understanding of the guidelines and legal issues surrounding obligating documents including Purchase Agreements, Service Contracts, Construction Contracts, Contract Amendments and Modifications, GSA requests, Grants, Interagency Transfer of Funds, Lease Agreements, MOUs, Personnel Actions, Purchase Orders, Travel Authorizations, etc. Familiarity with the ICASS Management tool. Thorough knowledge of State and other agency program functions.
- 5. Other Skills:** Ability to work with high degree of independence with little or no supervision. Must be able to relate funds management with State, programs and projects at Post. Understanding of budget management implications of changes in priorities, tempo, and direction of programs and projects. Must be able to recommend appropriate adjustments to financial plans, considering priority needs of the Mission. Must be able to relate sudden changes to funding levels brought about by reductions in allotments due to funding cuts, variations in exchange rates, change in labor or material costs, and provide appropriate advice of program implications to ICASS Counsel. Ability to uncover errors or discrepancies on operations of entities that are audited and make appropriate recommendations to post management. Must possess excellent computing skill to be able to conduct budget work including procedural and technical financial program planning, development or analysis and spreadsheets for special budget transactions. Must possess excellent interpersonal skills to be able to gain ICASS Counsel or Executive Office's acceptance of recommendations relating to budget management issues. Must possess excellent oral and written communication skills in discussing and reporting issues and relationships between functions of various budgets and funding options. Must possess leadership skills in coordinating work with budget, procurement and other agency staff.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet and a Curriculum Vitae PLUS
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Financial Management Analyst)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

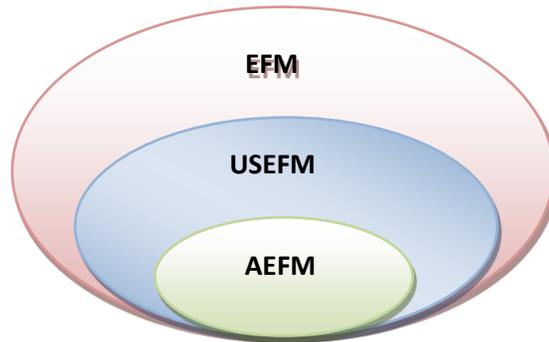
Human Resources Section: 099-10-55-00

CLOSING DATE FOR THIS POSITION: October 5, 2015

The U.S. Mission in Freetown, Sierra Leone 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.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
 - Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
 - Is locally resident; and
 - Has legal, permanent resident status within the host country; and
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION - Financial Management Analyst

Under the general supervision of the Financial Specialist, conducts financial planning, budget formulation, analyses, evaluation, projected forecasting, execution, monitoring, control, auditing and reporting of post's budget. The position formulates funding requests, analyses and reviews authorized or projected budgets to the tune of \$10 Million annually for ICASS, PROG, PAS, REP, DS, MSG, CONS MRV, CONS DV, AF MRV, EPAP, DOD, OBO, OSC, PC CDC and USAID. Prepares regular analysis of comparison of budgeted expense with year to actual year to date and amounts projected to the end of the year, and submits various budget reports and data calls as needed. The position acts as Leader of a Team of Four Budget staff (V/Examiners & Accounts Techs).

Performs financial planning, formulates and requests Embassy budgets for State and other serviced agencies/sections using Mission Resources Request (MRR) goals and objectives as a strategic framework. Utilizes the following financial tools in the budget preparation process: Budget preparation instructions, MRR resource tables, budget data calls, historical funding analysis, inflationary trends, currency exchange rates, contract pricing, local compensation plan, Federal salary and allowances, unfunded priorities, and new positions. Conducts budget reviews using COAST 60, 62, and 80 reports and FMO-generated financial plans to accomplish the following: compliance with MRR and budget submissions, analysis of unanticipated events, justification of reprogramming financial resources, cost saving mechanisms, analysis of discretionary spending and unfunded priorities, identification of excess funding to be returned to agency/section headquarters.

Analyzes and reviews funding authorizations for respective agencies and sections to ensure that obligations are consistent with Appropriation Law and agency/section's accounting structure. Analyzes and reviews obligating documents to ensure that data are consistent with Appropriation Law and FAM/FAH/DSSR regulations and that the amounts are legal obligations of the agency/section. In conjunction with ICASS Counsel Chief or other Agency Head, determine how funding should be distributed among the various accounting sources, based on priorities of MRR. Assign obligation numbers to purchase orders taking into account allotment subject and function codes including accounting information for other agencies. Obligates documents include Blanket Purchase Agreements, Service Contracts, Construction Contracts, Contract Amendments and Modifications, GSA requests, Grants, Interagency Transfer of Funds, Lease Agreements, MOUs, Personnel Actions, Purchase Orders, Purchase Order Amendments, Travel Authorizations, Travel Advances, and Vacancy Announcements. Maintains funds control to ensure that obligating documents do not exceed funding authorizations and are substantiated with appropriate supporting documentation. Provides frequent advises and recommendation to reconsider reprogramming or delay of projects, reduction of efforts etc., to meet other financial management needs of the fund owner at post. Places appropriate agency/section fiscal data on each valid obligating document.

Conducts quarterly briefings with the Executive Office on status of post budget. Prepares monthly financial summaries for all agencies/sections for Management's review and subsequently submits to the agencies/sections heads. Establish and maintains strong internal controls or SOPs over financial processes, allowing for transactions to comply with government laws and regulations. Conducts monthly, quarterly and annual reviews of COAST reports with a view toward correcting amounts reported as unliquidated obligations. Determine whether funds should be carried over or returned. Draft all correspondences and justifiable reports relating to findings from budget review. Prepare and explain various reports as requested to analyze planned budgets and prior financial performance for Serviced Agencies, Senior Management at post and in Washington. Prepare workload counts and budget using ICASS software and; for Program, Public diplomacy and Representation using RABBIT Software and for DS and MSG using Field Budget Plan.

Conducts on the spot checks on the Assets Control Clerk, Procurement, Voucher Examiners and Accountants to determine compliance with applicable law and regulation, financial viability and integrity, efficiency and economy of operations, and effectiveness in achieving objectives. Verifies all data relative to financial transactions, programming and planning, procurement practices, inventory control, project implementation and monitoring, and other aspects of the audited offices. Analyzes data collected to determine that applicable laws, regulations, and program requirements are adhered to and met; that resources are properly utilized; and that accounting and control systems are adequate and financial reports are accurate and timely.

Contacts American Personnel, Local or Off-Shore Vendors or other parties concerned to obtain and verify information obtained. Prepares work papers and supporting documentary evidence and submits written reports of findings to Post Management. Provides training to section personnel in a formalized learning environment on extremely complex systems and processes to include Travel Manager, COAST, WEBPASS and Web-RABBIT. Act as Backup to the Financial Specialist including providing backup advice, direct supervision of staff including monitor, allocation and examination of tasks to two Voucher Examiners and two Accountants.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**