



## **FINANCIAL MANAGEMENT ANALYST**

An opportunity is available to work as a Financial Management Analyst within the Financial Management Center at the U.S. Embassy, Canberra.

Salary: A\$71,819 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Degree in accounting, budgeting, management, public administration or liberal arts is required.
2. Minimum five years of progressively responsible experience in accounting, auditing or budgeting, with 2 years' experience in budgeting for a government agency, is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Proven knowledge of financial management and accounting systems together with good computer skills and familiarity with Microsoft Office suite.
5. Excellent interpersonal and communication skills and the ability to understand and interpret law, regulations and policies and an understanding of their application to government accounting.
6. Proven ability to work as a team and provide good customer service.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **November 12, 2014**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

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**POSITION TITLE: FINANCIAL MANAGEMENT ANALYST**

**POSITION GRADE LE- 8  
(STARTING SALARY A\$71,819)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

Incumbent is a Financial Management Analyst in the Financial Management Center (FMC) responsible for the formulation, justification, execution and analysis of budgets and financial management plans. The incumbent will perform allotment accounting for the State Public Diplomacy and State DS (Surveillance Detection, RSO, ESO) allotments. The incumbent is also responsible for collecting the ICASS workload statistics and preparing the submission for the ICASS workload data call. The position must also create and furnish analytical reporting and has primary responsibility for funds control of USG appropriations. The position is also responsible for offering advice and submitting proposals impacting financial management plans and decisions.

**Major Duties and Responsibilities**

**BUDGET FORMULATION, JUSTIFICATION AND EXECUTION 40%**

Performs research and analysis of historical costs, economic conditions, and the Mission requirements. Constructs initial budgets and drafts justifications. Conducts budget presentations to Director and Deputy Director of FMC. Liaise with EAP Bureau, Global Financial Services and other agency headquarters. Develops financial plans after budget levels are approved.

1. Prepares the Mission State Public Diplomacy and State Representation budget submissions to the EAP Bureau.
2. Prepares financial plans financial plans based on approved budget levels and cost projections.
3. Obligates funds for orders, contracts, blanket purchase agreements, travel authorizations, personnel actions and other authorized transactions.
4. Maintains State Public Diplomacy acquisition plans. Works closely with program managers to review options and define funding parameters.
5. Manages and monitors State Public Diplomacy training funds for DOS sections and Consulates.
6. Provides back-up support during the absence of the FMA responsible for the State OBO and State DS allotments and the FMA supporting Port Moresby.

## **ANALYSIS AND REPORTING**

**40%**

Incumbent performs analysis, funds management reviews, and reporting for appropriations, allotments and allowances. Performs analysis and reporting in support of various Mission activities which include detailed plans, expenditures, reimbursements, economic conditions, funding status and budgetary projections.

1. Regular review of obligations to ensure compliance with USG regulations and policies. Also is responsible for resolving unliquidated obligations.
2. Reconciliation of payroll charges working closely with HR, GFS Bangkok and GFS Charleston. Makes payroll projections throughout the fiscal year.
4. Creates and maintains spreadsheets for the analysis of budget submissions, financial plans, training, and travel. This includes Status of Funds reporting.
5. Uses DOS financial management systems (COAST, Momentum, RPA, E2, BRMS) to monitor and analyze budgetary execution and assist with budgetary decision-making.
6. Prepares reports on expenditures throughout the fiscal year on a monthly basis.
7. Collects the ICASS workload statistics from the Mission's service providers and prepares submission of the annual ICASS workload data call.

## **ADVISORY RESPONSIBILITIES**

**20%**

The incumbent is the technical budget and accounting analyst for State Public Diplomacy and State Representation activities. Furnishes advice and counsel to the Director and Deputy Director of FMC but also advises the Management Counselor and other Embassy/Consulate managers on financial and budgetary issues. Creates ad hoc reports and analysis for budgetary decision-making and funds management. The position also furnishes training and guidance to Account Technicians and other FMC colleagues.

1. Liaise with EAP Bureau on behalf of State Public Diplomacy and State Representation funding issues. Provides justifications for additional funds requests, pay increases, and exchange rate adjustments.
2. Provides guidance to Accounting Technicians concerning proper accounting processes and protocol. Assists them in identifying appropriate fiscal code information associated with the State PD and State Representation allotments. This includes the obligation/de-obligation of funds and funds adjustments.
3. Advises and interprets USG Appropriation Law, financial regulations, policy and appropriations law when preparing funding documents for certification of funds availability for the Director and Deputy Director of FMC.

4. Trains and furnishes guidance to FMC colleagues on the usage of DOS certified financial management systems.

### **Selection Criteria**

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

1. Degree in accounting, budgeting, management, public administration or liberal arts is required.
2. Minimum five years of progressively responsible experience in accounting, auditing or budgeting, with 2 years' experience in budgeting for a government agency, is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Proven knowledge of financial management and accounting systems together with good computer skills and familiarity with Microsoft Office suite.
5. Excellent interpersonal and communication skills and the ability to understand and interpret law, regulations and policies and an understanding of their application to government accounting.
6. Proven ability to work as a team and provide good customer service.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a 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.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

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; plus  
All applicants must address the selection criteria with specific and comprehensive information supporting each item.

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

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS NOVEMBER 12, 2014**

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

### **APPENDIX**

**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
- K. If applying for position that includes driving a U.S. Government vehicle, provide 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