



## **Supervisory Financial Management Analyst**

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

Salary: A\$103,666 p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

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

1. Completion of a university degree in accounting, finance, management or economics is required.
2. Minimum ten years' experience in all aspects of USG financial management with work experience as a Financial Specialist, Financial Manager, Financial Project/Program Manager, Financial Accountant, Management Accountant, Financial Consultant or Financial Advisor working in banking, financial services, a finance department within a government, NGO, commerce/private sector is required. Of this ten years' experience, five years should be supervisory experience of a large staff (10-20 staff).
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. A thorough understanding of US Government Funds Control Policy, USG Regulations and Directives regarding financial management, financial management systems, budgeting, accounting, vouchering and cashiering is required.
5. Extensive knowledge and experience of ICASS policies, and managerial procedures is required.
6. Excellent report writing skills and an ability to use good judgment and initiative combined with an ability to adapt to change is required.

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 **January 6, 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 regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE: SUPERVISORY FINANCIAL MANAGEMENT ANALYST</b>	<b>POSITION GRADE LE- 11 (STARTING SALARY A\$103,666</b>
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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

Incumbent is the FSN Deputy Director of the RFMC and acts as deputy to the Director/Financial Management Officer (FMO) for the Embassy including constituent posts of Sydney, Melbourne and Perth and is also the Alternate Certifying Officer. Incumbent has a thorough mastery and institutional knowledge of all Financial Management policies and procedures gained through extensive years of USG experience and provides managerial oversight, advice and guidance to all the Accountants in preparation of the Mission's budgets and financial plans. Manages the locally engaged staff of 15 responsible for budget formulation and justification, accounting, and voucher examination functions. Develops and maintains policies and procedures and provides guidance in interpreting laws and regulations, ensuring the RFMC has strong management controls. Resolves personnel conflicts and ensures training programs are adequate to meet employee's needs. Manages daily operations of accounting and vouchering systems liaising with Financial Service Center (FSC) Bangkok as required. Provides guidance to staff on accounting system changes. Monitors Collaborative Management Initiative (CMI) uniform service standards with primary responsibility for updates as needed to Financial Management Center (FMC) goals and objectives. Analyzes customer survey results and provides recommendations and input to the FMO, Service Providers and the International Cooperative Administrative Support Services (ICASS) Council Chair as part of the ICASS Annual Assessment process. Incumbent oversees the Mission's ICASS budget, providing expert advice on the ICASS process to Agencies, the Post ICASS Committee Budget and Council, and liaison with the Bureau and the ICASS Service Center (ISC) regarding clarification of ICASS concepts, Agency invoices, workload and related ICASS matters.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

**Major Duties and Responsibilities**

**DEPUTY TO THE FMO**

This Class II mission has one American Senior Financial Management Officer assigned to Mission Australia which includes the Embassy in Canberra, constituent posts of Sydney, Melbourne and Perth and covering a total of 41 ICASS agency entities. The incumbent serves as the deputy and senior advisor to the FMO in providing continuity of the Mission's financial operations. Provides authoritative advice on financial issues to the FMO and all supported agency heads or designated representatives as a continuing assigned responsibility. Conducts research for the development of mission policies on funding/budget/program issues that need to be referred to the Department of State and other agency headquarters. Applies

expert level knowledge in providing financial analysis advisory services as a technical analyst, monitoring changes in law and regulations, USG program requirements, policies, host country directives and macro-economic phenomena to ensure that all serviced agencies are appropriately informed of the financial implications. In essence, serves as the post's lead budget and fiscal expert, participating fully as analyst and advisor in the post's financial planning process and in planning and administering the financial services of the FMC, substantially independent of technical supervision. This expertise is also called upon by Senior Management and staff of other sections within the Embassy, constituent Posts and Embassy Port Moresby. Incumbent oversees the Mission's ICASS budget, providing expert advice on the ICASS process to Agencies, the Post ICASS Committee Budget and Council, and liaison with the Bureau and the ICASS Service Center (ISC) regarding clarification of ICASS concepts, Agency invoices, workload and related ICASS matters.

Reviews Purchase Orders, BPAs for obligations of funds in the ILMS procurement system and hard copy purchase orders, contracts, leases, grants, travel orders, training requests, personnel actions prior to funds availability certification by the Director and also for correctness. Reviews travel authorizations in the Department's GeT Travel system.

Certifies vouchers for payment when acting in the role of Alternate Certifying Officer.

Responsible for all financial reporting of costs incurred for high level visits.

Oversees the Citibank Travel Card program for those American Officers who elect to operate a Government Travel Card. Oversees issuance, terminations and transfers to and from Post. Coordinates between RM and cardholders in resolving discrepancies.

#### MANAGEMENT OF FMC STAFF

The incumbent supervises and manages the activities of a locally engaged staff of 15 full-time employees through the supervisors of the various units. The Deputy Director/Financial Specialist is concerned with coordination and management functions in the units as opposed to performing non-supervisory duties. Formally evaluates the Voucher Unit Chief, the Accountants and reviews the performance of the remaining full-time staff positions. Plans the overall activities of the FMC. Identifies training needs and seeks appropriate solutions. In the Budget and Financial Planning function, works with the accounting staff of the Accounting Unit in budget formulation providing guidance on accumulation of appropriate supporting data, development of narrative justifications, and decisions on allocation of mission resources. Develops and prepares for transmission to Washington, detailed justifications of budget plans and adjustments needed in out years due to macroeconomic phenomena like inflation, fluctuations in the exchange rates, changes in local benefits for locally engaged staff, changes in affordability etc. Coordinates preparation of the financial portion of the Mission Resource Request and plans for financial resource changes needed to achieve Mission Australia's Integrated Country Strategy. In the Accounting and Records function, develops and manages procedures and policies of reviewing obligation documents to ensure that they meet legal requirements under federal appropriations law. Ensures that adequate files and records are maintained so that timely liquidating actions occur. In the Vouchering function, the incumbent provides overall guidance in the interpretation of federal regulations, law, and guidelines pertaining to valid payments. In the cashiering function, the incumbent ensures that cashier operations provide immediate cash requirements at four locations across the Mission all the time ensuring that the best personnel and resources are applied to every task in a cost-efficient and effective manner. Incumbent sets standards of performance and priorities and distributes workload to various units.

Resolves personnel matters or conflicts in all units of the FMC and reports to the FMO. Attends all FMC staff meetings, and runs them in the absence of the FMO. Disseminates information to FMC employees as needed. Monitors staff performance to ensure that products are timely and top quality. Incumbent reviews performance evaluations prepared by the unit supervisors and rates the performance of the unit supervisors.

Oversees all training within the RFMC. Recommends staff for specialized training for career enhancement and prepares the RFMC's training and travel submission for the ICASS budget.

Approves and manages the annual leave program for the FMC FSN staff. Provides counseling, advice, guidance and encouragement to FMC staff in relation to work related matters, career goals, performance, office accommodation and acts as the link between FSN staff and the Director.

### MANAGES DAILY OPERATIONS

Serves as the manager of daily operations of the FMC and as the contact point between the FMO and all FMC staff on issues of daily operations. Because of the seniority of the incumbent, he/she serves as the institutional memory of the FMC. Maintains operation in accordance with the Department's CMI standards ensuring any changes to operations or records are properly approved and documented. Ensures the maintenance of a robust and up-to-date FMC SharePoint site.

### Selection Criteria

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

1. Completion of a university degree in accounting, finance, management or economics is required.
2. Minimum ten years' experience in all aspects of USG financial management with work experience as a Financial Specialist, Financial Manager, Financial Project/Program Manager, Financial Accountant, Management Accountant, Financial Consultant or Financial Advisor working in banking, financial services, a finance department within a government, NGO, commerce/private sector is required. Of this ten years' experience, five years should be supervisory experience of a large staff (10-20 staff).
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5. Extensive knowledge and experience of ICASS policies, and managerial procedures is required.
6. Excellent report writing skills and an ability to use good judgment and initiative combined with an ability to adapt to change is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS.

## **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 JANUARY 6, 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