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**PROFILE OF THE POSITION**

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Financial Analyst in the Office of Financial Management (OFM).

**BASIC FUNCTION OF POSITION**

The Project Financial Analyst in the Mission Controller's Office/ Office of Financial Management (OFM) provides full professional expertise on the broad spectrum of project financial aspects of the activities implemented by the USAID/Colombia Mission Technical Offices to support the Program Areas (also known as Activities/Objectives) of the Mission. Most, if not all of the following functions are shared with the other OFM Project Financial Analysts.

Accounting input to the USAID Phoenix accounting system is provided on behalf of USAID/Colombia by the Regional Financial Management Office in USAID/Lima, Peru (RFMO/Lima). The incumbent is responsible for the coordination of the input of Mission project accounting data into the USAID Phoenix accounting system. This coordination is maintained between the incumbent and the Project Accountants and Project Financial Analysts in RFMO/Lima. S/he must understand Phoenix functionality in order to perform the coordination needed.

S/he is also responsible for the preparation, analysis and interpretation of the accounting output of the Phoenix system, including preparing standard and tailor-made accounting reports for the Mission Technical offices, USAID development partners and host country officials. The incumbent has direct access to the Phoenix system in order to retrieve the Mission accounting data output.

S/he is responsible for ensuring that the procedures related to the application of sound and effective internal controls are applied by contractors and grantees to safeguard the financial resources of USAID/Colombia. These procedures include the adequate use of funds in a timely and effective manner that will support the achievement of critical Mission goals.

**MAJOR DUTIES AND RESPONSIBILITIES**

As an employee of USAID employee, the incumbent is responsible for understanding and incorporating into his/her work the Agency's core values. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

1. Management Responsibilities He/she works closely with Mission Technical Office Teams in designing the financial aspects within acquisition and assistance instruments to optimize maximum value and accomplishment of results at minimum costs.

    a.) He/she must manage the financial aspects of a project activity from inception through implementation, administration and close-out.
    b.) He/she must have a thorough knowledge of the USAID accounting system, 'Phoenix', and be able to apply that knowledge to the coordination of input of accounting data into the system by RFMO/Lima, and to the retrieval of accounting data from that system. Project accounting input for USAID/Colombia is made by the USAID Regional Controller's Office in Lima and is coordinated by the Project Financial Analyst.
    c.) He/she prepares reports and analysis of project-related accounting data in order to support the activities of Mission Management, Mission Technical Offices and the development partners of the Mission. These reports may include monthly and quarterly regularly-scheduled reports, along with special-request analysis and reports.
    d.) Performs independent financial implementation monitoring and analysis of USAID project activities and prepares reports resulting from the monitoring actions.
    e.) He/she deals directly with Mission Technical Office staff and high-level staff of contractors and grantees to discuss financial matters related to the implementation of activities. This activity includes the providing of technical guidance on USAID procedures, on accounting control requirements and on other financial matters. Reviews and prepares updates to USAID procedures manuals.
    f.) He/she advises Mission management, senior host country representatives and contractor and grantee executive management staff (including Presidents, Vice Presidents, and Board Members of such organizations) on financial matters and procedures for successful

implementation of USAID's activities. He/she is considered as a problem solver of complex financial issues that might arise during project implementation.

g.) Assists contractors and grantees in developing internal control procedures and/or internal mission policies, when required.

h.) After having received the necessary Post-entry training, he/she will be able to perform pre-award surveys and/or financial reviews, and to prepare reports from those surveys and reviews as required.

2. Program Activities (a.k.a. Strategic Objectives) Responsibilities:

a.) He/she serves on one or more Mission Technical Office Teams as a representative of the Mission Controller.

b.) Provides technical guidance on USAID financial procedures and internal control requirements to the Mission Technical Offices, to the Mission development partners, and to host country officials.

c.) Develops Mission Technical Office activity-related budgets at the project design stage when required. He/she prepares and takes into consideration all financial aspects of project design and implementation documents. He/she prepares project budgets, recommendations for methods of implementation, financing and payment methods, expenditure projections and pipeline analysis reports used in periodic pipeline reviews. Prepares supporting work papers for these budgets and reports.

d.) He/she performs financial analyses on activities implemented and reports financial information and analysis to Mission Management and Staff, to our development partners and to host country agencies as required.

e.) He/she participates periodically in work sessions at Mission Technical Office level to review status of implementation and proposes corrective actions when needed.

f.) He/she verifies accuracy of financial data and appropriateness of documentation presented by grantees in support of fulfillment of conditions precedent prior to disbursements.

3. Financial Management Responsibilities: He/she performs financial reviews by:

a.) Assessing prospective grantee's administrative and institutional capabilities to implement USAID's programs.

b.) Establishing appropriateness and effectiveness of grantee's operating procedures and cash management practices in accordance with USAID's regulations to properly expend and adequately account for USAID funds, including advances.

c.) Providing an opinion on the confidence to be placed on the grantee's internal controls and procedures, offering advice on weaknesses detected and suggesting possible solutions to management on identified problems.

d.) Providing input to project work plans, expenditure plans and related budgets.

e.) Monitoring the financial and accounting performance of grantees and contractors, assuring that implementation plans and procedures manuals are being complied with and that appropriate corrective measures are taken in a timely manner.

f.) Reviews for certification and accuracy of funds available all funding action documents, prior to sending those documents to RFMO/Lima for official funding verification in the Phoenix system. . Examples of the types of funding documents include commitments, obligations, accruals, 1311 Review transactions, and adjusting entries.

g.) He/she assures that program activity financial transactions conform to applicable laws, procedures and regulations. Also assures that accounts, files supporting records and reports are current, accurate and complete. Determines appropriateness and effectiveness of grantee operating procedures and cash management practices.

h.) Resolves any differences that may arise in accounting records between USAID/Colombia records and those of contractors and grantees or USAID/Washington.

i.) Serves as the liaison between RFMO/Lima accounting personnel and the members of the USAID/Colombia Strategic Objective (SO) Project Teams, including the SO Team Leader and the Project Assistants.

j.) Guiding contractors and grantees in their compliance with local laws and regulations, assuring that project activities are being implemented in accordance with the host country's regulations.

k.) Providing financial management guidance and training on USAID procedures and accounting control requirements to Mission staff, PVO/NGO staff, contractor staff and other activity partners and stakeholders.
l.) Other duties assigned may include the performance and reporting of Monthly Cash Counts; provide Controller Office input to annual NXP Physical inventories, reviewing of Advance Requests from Grantees, etc.

4. Audit Management Responsibilities: He/she serves as the Mission Technical Offices' audit control officer by:

   a.) Implementing and monitoring the Controller's currently approved Audit Management Plan for each Technical Office, including Recipient Contracted Audits. Serving as Mission Technical Office audit liaison for ongoing audits.
   b.) Identifying and controlling the audit inventory of each Technical Office, assuring that all planned audits are executed. Advises the Chief Accountant in audit matters such as: audit reports, audit findings and resolutions, audit inventory, internal control assessment at mission level, etc.
   c.) Facilitating and tracking audits of the Technical Offices and their project activities, assuring that grantees and contractors comply with the annual requirement established by the audit clause included in each individual agreement.
   d.) Coordinating the audit contract process with grantees and contractors by reviewing and clearing audit scopes of work and audit services contracts.
   e.) Monitoring, reporting and assisting as needed in the closing of audit recommendations, in coordination with Regional Inspector's Office (RIG) and the Office of M/MPI in USAID/W.

5. Management Control Assessment Responsibility: He/she participates in the implementation of the Management Control Assessment on an annual basis by:

   a.) Identifying the appropriate environment accountability and operating units within each Mission Technical Office.
   b.) Conducting or leading the assessment of risks, development of control techniques, review of management controls and assuring compliance with reporting requirements

6. Professional Responsibility: He/she is responsible for monitoring financial management regulations and policies and ensuring that all administrative and financial staff of the contractors and grantees is aware of these regulations, avoiding their exposure against non-compliance of USAID's regulations. Conducts workshops and seminars on audit related matters to keep audit firms updated on latest developments in this area.

Performs other related duties and special projects as assigned or required.

**REQUIRED QUALIFICATIONS**

Note: Candidates who do not meet these required qualifications will not be considered.

**Education:** A University degree at the Bachelor of Sciences/Arts or equivalent level is desired.

**Prior Work Experience:** Prior 3 to 5 years of private and/or public accounting/finance experience, including at least one year of related work in an environment of public/private development activities, and work experience in USAID financial operations is highly desirable.

**Language Proficiency**: Level IV (fluent) English ability and equivalent in Spanish. At this level the incumbent is required to possess a high degree of proficiency in both written and spoken English.

** All applicants must attach a copy of valid language test results in the non-primary language (English and/or Spanish) to the application of employment to be eligible for consideration.

**Abilities and Skills:**

a) Demonstrated ability to provide expert professional advice and guidance on financial aspects of project design and implementation; ability to organize and manage audits in a timely and efficient manner, ability to establish and sustain high level missions/agency, host country/business community relationships, and

ability to train grantees and auditors in the financial aspects of project implementation and close-out process.

b) Ability in the preparation and presentation of oral and written reports and capability to influence opinions of others is necessary. Ability to perform in a team environment, maintaining cordial and professional relationships with Host Government, Contractors and PVO's/NGO's personnel.

c) Ability to perform sophisticated analyses of management controls and capabilities of partners/beneficiaries organizations.

d) Computer skills: Microsoft Word, Excel, Power Point, Outlook, is required. Apparent or demonstrated ability to learn and utilize USAID/Phoenix accounting input and outputs systems is desired.

**POST-ENTRY QUALIFICATIONS (ACQUIRED AFTER EMPLOYMENT)**

**Post Entry Training**: Accounting, Finance or Business Administration. Training on Phoenix Accounting Systems, Financial Analysis and the Recipient Contracted Audit Program are mandatory.

**POSITION ELEMENTS**

**Supervision Received:** General guidance is received directly from the Chief Accountant. The Chief Accountant will present all policy level issues to the Mission Controller, with recommended action.

**Available Guidelines:** USAID General Notices, ADS chapters and its supplementary references, CFR 226, CFR 228, OMB Circulars, and other regulatory or policy guidance.

**Exercise of Judgment:** He/she must exercise independent judgment based on available guidelines and past practical experience. Consult with the Chief Accountant and the Controller, as required.

**Authority to Make Commitments:** He/she will have limited authority to commit the Mission Controller on courses of action at meetings or in discussions with partners and/or clients. With experience, he/she will have correspondingly increased authority to commit the Mission Controller to courses of action at meetings or in discussions with partners and/or clients.

**Nature, Level and Purpose of Contacts:** As a senior employee of the Mission Office of the Controller (OFM), he/she has contacts with implementing entities at all levels and as well with USAID's Activity Managers and/or CTO's to assure adequate financial management of the USAID portfolio.

**Supervision Exercised:** None.

**Time Required to Perform Full Range of Duties:** Two years is required to achieve full proficiency.

**SELECTION CRITERIA**

**30 points:** Work experience demonstrated in office administration practices and procedures.

**30 points:** Evidence of strong English/Spanish writing and oral skills. Writing sample will be required of individuals who reach interview stage.

**20 points:** Demonstrated ability to juggle competing demands and prioritize work accordingly.

**20 points: Interpersonal and organizational skills.** Demonstrated teamwork ability and computer skills.

1. **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.

****LANGUAGE REQUIREMENT**

**Primary Language:** In order to meet the language requirement, all applicants MUST indicate in their application or in a cover letter their primary or native language. A language test will not be required in the applicant's native language unless requested by the selecting office.

**Secondary Language(s):** When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

**LANGUAGE TESTING PROCEDURES**

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English. All applicants seeking a Mission Colombia local position must attach copy of a valid language test results in the non-primary language (English and/or Spanish) to the application of employment (DS-174 form) to be eligible for consideration.

The application form with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

English:
Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Spanish:
Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Language test results are valid for one year.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com - For further information please contact PBX: 634-6637 or mobile 321-463-6470. Cost of language test is the applicant's responsibility.

**Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY Monday, April 25, 2016 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.*****

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

***USAID*** *handles its own recruitment processes.*
*For any questions in regard to this recruitment process please contact USAID Bogota office directly.*