



**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

A. Leads and coordinates the financial management (FM) functions in the PEPFAR/CI Teams to which assigned. Provides technical guidance on USAID procedures and accounting control requirements to the Teams, project, non-governmental organizations (NGOs) and host government officials. Develops or reviews and critiques PEPFAR/CI Activities including related budgets for both project and non-project assistance. Reviews and advises on the financial aspects of project design and implementation documents, such as budgets and financial plans for Project Implementation Letters (PILs), Grant Agreements, contracts, etc. Assists Activity Managers in development of appropriate payment procedures in accordance with project implementation requirements. Performs project financial analyses. Prepares financial accounting, reporting and budget control policies. Takes the lead in the PEPFAR/CI Team's review of implementing agencies' work plan budgets and financial procedures manuals. Ensures the accuracy of the computerized accounting database through periodic review and update of data elements. Performs reviews of funds control and availability functions. Verifies accuracy of financial data and appropriateness of documentation present to support accounting entries and to support fulfillment of conditions precedent to disbursement. Reviews and takes appropriate action regarding accounts receivable. Maintains assets records. Maintains a continuing awareness of the status of all USAID PEPFAR/CI projects and activities. 20%

B. Serves as a Senior Team Member in all PEPFAR/CI Activities and as the USAID PEPFAR CI Team Business and FM Advisor. Participates in PEPFAR partners' Performance Reviews (PIR) and Semi-Annual Review (SAR) sessions, activity committee (AC) meetings and other PEPFAR/CI Team activities. Advises and assists the Team with Strategy and Program Development Functions, with a focus on financial management and procurement functions. Identifies and conducts feasibility studies to leverage monetary and human resources within the PEPFAR Team portfolio. Counsels and advises USAID senior officers, Regional Controller, and Team Leaders/PEPFAR Branch Chiefs in regards to targets of opportunity and synergies between PEPFAR/CI and USG agencies, Host Government Counterpart institutions, and the Donor Community at large. Exercises quality control in developing realistic and measurable FM, budgeting and reporting benchmarks and indicators for the Team. Participates with PEPFAR/CI Team members in conducting joint reviews of interim implementer performance and measurement of results. Under the Regional Controller's direction, conducts an annual evaluation of the validity of Team Benchmarks and achievements against performance indicators. Assists Team management with reviewing results of the annual assessment and initiating corrective actions to ensure verification of financial record data quality for the any program review assessments conducted by the USAID Inspector General's Office. 15%

C. Serves as audit control officer for designated Activity Managers. Implements and maintains the USAID Audit Management Program for the PEPFAR/CI Team. Identifies and controls the USAID PEPFAR/CI related audit inventory. Coordinates the audit contracting process for the PEPFAR/CI Team to include reviewing and clearing of audit scopes of work. Serves as PEPFAR/CI Team audit liaison for ongoing audits. Monitors reports on and closes related audit recommendations. Reviews audit report findings and coordinates with officials to ensure adequacy and appropriateness of follow-up regarding PEPFAR/CI's actions on audit reports. 15%

D. Performs financial reviews and analyses. Assesses prospective grantee's/contractor's and Host Government administrative and institutional capabilities to implement USAID PEPFAR/CI programs. Determines appropriateness and effectiveness of recipient's operations, procedures and cash management practices. Provides an opinion on the confidence to be placed on the recipients' internal controls and offers advice to management on weaknesses and possible solutions to identified problems. Provides input to project work plans, expenditure plans and budgets. Monitors the financial and accounting performance of grantees, contractors and the Host Government ensuring that implementation plans and procedures manuals are being complied with and that appropriate corrective measures are taken in a timely manner. Provides assistance and advice to contractors, grantees and Host Government Counterparts in the maintenance of records and general financial discipline requirements of USG and International Standards. Reviews the FM and reporting

performance of implementing agencies and prepares site visit reports to detail findings and recommendations. Tracks and follows up on implementation of recommendations. Serves as liaison between assigned Activity Managers and the assigned voucher examiner(s). Conducts specific field visits to resolve any discrepancies or other problems and advises voucher examiner(s) on correct course of action. 15%

E. Performs continuous and specific quarterly 1311 reviews for Team activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Financial Management Advisor's (Regional Controller's or Deputy Controller's) 1311 Certification. Presents completed package to the West Africa Supervisory Financial Management Advisor for approval and filing. Performs the quarterly project accounting analyses and participates with the PEPFAR/CI Activity Managers in development of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Reviews liquidation vouchers. Investigates any variances between projections and actual disbursements and provides the results to Activity Managers. 10%

F. Leads all PEPFAR program efforts and provides guidance in the areas of transparency, accountability and anti-corruption efforts with Host Government Programs. Conducts financial aspects of PEPFAR partners' performance reviews and evaluations of Host Government programs in all Ministries. Provides advice and counsel to strengthen Supreme Audit Institution effectiveness. Provides oversight and advice in non-traditional development assistance areas, if relevant, including PL 480, Commodity and Cash Transfer programs, such as monetization and local currency programs. 10%

G. Coordinates implementation of the Management Control Program to conduct the USAID PEPFAR/CI annual Internal Control Assessment. Identifies the appropriate accountability units and operating environment with the PEPFAR Team. Conducts or leads in the assessment of risks, development of control techniques, review of management controls and ensures compliance with reporting requirements. Participates in Management Control Review Committee meetings to provide updates on outstanding recommendations and on the status of audits. 10%

H. Performs and reviews registration of PVOs and submits documents to USAID/Washington. Reviews and updates, as directed by senior USAID officials, information posted on the USAID and or PEPFAR/CI Web page. Performs other miscellaneous related duties as assigned. 5%

### **Incorporates the Five Core Values into His/Her Work**

**1. Customer Focus:** Identifies and communicates with PEPFAR customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other PEPFAR/CI employees and partners.

**2. Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and use it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other PEPFAR/CI employees and partners.

**3. Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

**4. Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the PEPFAR/CI team. Demonstrates ownership of the teams' plans, performance, and

decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

**5. Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

## **15. DESIRED QUALIFICATIONS**

**a. Education:** Possession of a university bachelor's degree in accounting, finance, or a business administration degree with a concentration in accounting is required. A CPA or other professional accounting certification is required

**b. Prior Work Experience:** Minimum of five (5) years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management is required. Prior CPA firm audit experience is required.

**c. Post Entry Training:** On-the-job and formal USAID training programs in accounting, financial reporting and financial analysis. In-house FM software application training.

**d. Language Proficiency:** Level IV (fluent) in oral and written English and French is required.

**e. Knowledge:** Thorough knowledge and understanding of professional accounting, budgeting and auditing principles, theories, practices and terminology related to both public and private institutions is essential.

**f. Skills and Abilities:** Ability to analyze data, narrative reports, internal control flowcharts, etc., to permit detection of project strengths and weaknesses & make independent judgments of institutions' financial capability.

Ability to plan, organize, and perform tasks within an allotted timeframe.

Ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

Excellent computer skills including: Microsoft Word, Excel, Power Point and Outlook.

The ability to establish and maintain effective working relationships with all levels of USAID, Embassy and other USG personnel as well as external contacts.

## **16. POSITION ELEMENTS**

**a. Supervision Received:** The USAID Country Director, or his designee, provides administrative supervision and general guidance for all USAID PEPFAR/CI employees. The USAID Controller or the Supervisory Financial Analyst located in Accra provides technical supervision and guidance for the day-to-day activities. Incumbent is expected to present only significant policy level issues to the USAID Country Director or the Controller for action. The Supervisory Financial Analyst will draft his/her Performance Evaluation Report (PER) in consultation with the USAID Country Director and other PEPFAR/CI senior staff.

**b. Available Guidelines:** Office of Management and Budget (OMB), Government Accountability Office (GAO), internal audit and USAID handbooks (particularly financial management and host country contracting) guidelines which must be complied with. General and international accounting and auditing principles must be interpreted and applied to programs and projects.

**c. Exercise of Judgment:** Requires a high level of independent judgment, particularly when work is performed during project site visits and/or committee meetings when he/she is the sole financial management representative. The incumbent is expected to draw on education and experience to make interpretations of

general accounting and business principles and guidelines.

**d. Authority to Make Commitments:** The incumbent is empowered to commit the USAID West Africa OFM to significant courses of action, for example, in committee meetings or in discussions with partners and/or clients. The extent to which authorized is reflected in specific delegations of authority from the OFM.

**e. Name, Level, and Purpose of Contacts:** Frequent direct contact with mid-to-high Ministry Officials, Central Bank Officials, Mission Partners/Clients, PEPFAR/CI Branch Chiefs and Senior Financial Officials for the purposes of discussions concerning program project implementation and audit recommendations.

**f. Supervision Exercised:** This is a non-supervisory position.

**g. Time Required to Perform Full Range of Duties after entry into the Position:** one year.

**FINANCIAL ANALYST – USAID/PEPFAR COTE D’IVOIRE**

**SELECTION CRITERIA**

a. **Education:**

Possession of a university bachelor’s degree in accounting, finance, or a business administration degree with a concentration in accounting is required. A CPA or other professional accounting certification is required.

**20 Points**

b. **Prior Work Experience:**

Minimum of five (5) years of progressively responsible experience in professional accounting, or auditing, or financially oriented business management is required. Prior CPA firm audit experience is required.

**30 Points**

c. **Job Knowledge:**

Thorough knowledge and understanding of professional accounting, budgeting and auditing principles, theories, practices and terminology related to both public and private institutions is essential.

**20 Points**

d. **Skills and Abilities:**

Ability to analyze data, narrative reports, internal control flowcharts, etc., to permit detection of project strengths and weaknesses & make independent judgments of institutions' financial capability.

Ability to plan, organize, and perform tasks within an allotted timeframe. Ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

Excellent computer skills including: Microsoft Word, Excel, Power Point and Outlook.

The ability to establish and maintain effective working relationships with all levels of USAID, Embassy and other USG personnel as well as external contacts.

**20 Points**

e. **Language Proficiency**

Level IV (fluent) in oral and written English and French is required.

**10 Points**