

POSITION DESCRIPTION

FINANCIAL ANALYST – LOCAL CAPACITY DEVELOPMENT

Basic Function of the Position

A Financial Analyst - Local Capacity Development position is required to fully support USAID/Ghana and regional operations. The Financial Analyst (FA) will specifically be assigned to expand USAID/Ghana's efforts under the Local Capacity Development (LCD) initiative in working with both local organizations and host government entities in Ghana and the region. These efforts will promote and support USAID's local capacity development objectives which are focused on strengthening accountability, transparency and sustainability of the host governments, local private and public sectors. The FA will work closely with the Mission's LCD team and Strategic Objectives (SOs) in both Ghana and regional offices to fully support USAID Forward's in procurement reform.

The incumbent will be involved in assessing the financial capabilities and providing necessary support and training in coordination with key USAID staff to the various Government of Ghana (GOG) Ministries and the region in order to provide direct funding to implement USAID activities. The FA will also work closely with key USAID staff to assess the financial capabilities of local organizations in order to expand the number of these organizations directly receiving USAID funding. In addition, the incumbent will work closely with the USAID Regional Inspector General (RIG) and other key USAID staff to identify and implement opportunities for strengthening local capacity of the GOG Ghana Audit Service (GAS), local accounting and audit firms which can be used for monitoring and improving accountability of local organizations and governments.

This individual will also provide financial training and support to local organizations and governments including those directly receiving USAID assistance in order to increase capacity, strengthen accountability and focus on sustainability. Lastly, the Analyst will provide support and training to the USAID staff in regional countries in strengthening the local capacity of local organizations and host government entities.

Major Duties and Responsibilities

1. Strategy Development/Activity Design/Liaison with Host Gov't & Organizations 10%

As assigned by the LCDS, the PFM specialist is empowered to conduct financial management functions and support in accordance with the Office of Financial Management's Delegation of Authority in order to achieve the objectives of the SOTs and USAID forward initiative. The FA specialist advises Strategic Object Teams (SOTs) in the development of the strategic objective and results framework by focusing on strengthening accountability, transparency and sustainability of the host governments, local private and public sectors. The FA will work closely with LCD and SOTs to design new activities supporting this initiative.

2. Financial Assessments

25%

The FA will also work closely with the LCDS and key USAID staff to develop a plan for assessing the financial capabilities of local organizations in order to expand the number of these organizations directly receiving USAID funding and for future opportunities. This individual will work with key Mission staff in developing specific assessment tools for each type of local organization (host government, NGO, private sector) for various types of agreements (fixed costs, cost reimbursable and cash advances/liquidation). Based upon the plan, assesses prospective recipients' administrative and institutional abilities to implement programs/activities in coordination with pertinent Mission staff. Determines appropriateness and effectiveness of prospective recipients' operation procedures and cash management practices. Provides an opinion on the confidence to be placed on the recipients' internal control and offers advice to recipients on weaknesses and possible solutions to identified problems. Reviews the financial sections of work plans and provides input to expenditure plans and budgets. Prepares assessment reports which include any recommendations for improving performance, accountability and ability to comply with applicable requirements.

3. Technical Guidance, Support and Training on Public/Private Financial Management 50%

The FA will provide necessary guidance, support and training in coordination with key USAID staff to the various GOG Ministries, local NGOs and private sector firms, and for local organizations in the region in order to provide direct funding to implement USAID activities. The FS will prepare an action plan of those local organizations to be cleared by the LCDS, Controller and other pertinent USAID staff, to identify local organizations that need guidance, support and training to further develop their local capacity strengthen accountability and focus on sustainability. This support will be based upon assessments, performance and monitoring done by the FA and others. The FA will recommend outsourcing of guidance, support and training when necessary, and assist the Mission in preparing the procurement requests documentation, implement these activities and monitor to ensure they are providing the requested services. This individual will also provide financial training and support to local organizations and governments including those directly receiving USAID assistance in order to increase capacity. In addition, the FA will provide support and training to the USAID staff and other regional countries in strengthening the local capacity of local organizations and host government entities. This includes providing technical guidance on Financial Management procedures, accounting control requirements and local accounts financing to the SOTs and partners (host country officials, recipients, and partners). Works with the SOT's review of the financial management capacity of implementing agencies, and financial sections of work plans.

4. Activity Implementation/Monitoring/Financial Analysis and Reviews

15%

The incumbent will work closely with the other FAs and key USAID staff to support activity implementation, monitoring, reviews and other financial analysis requirements to strengthen financial capabilities, accountability and performance of local organizations. Performs financial analyses in close collaboration with the Program Teams and makes recommendations on utilization of activity funds and managing pipelines. Performs site visits to monitor the financial and accounting performance of recipients and assures that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner. Prepares field trip reports to detail findings and recommendations. Follows-up on implementation of recommendations.

QUALIFICATIONS REQUIRED

- A. **Education:** A University degree in Accounting, Finance or Business Administration is required. A Master's degree in an area of specialty is desired. A formal CPA/ACCA/ICA certification is highly desirable.
- B. **Work Experience:** Five years of progressively responsible experience in professional accounting, auditing, or financially oriented business management. Prior CPA firm audit experience is highly desirable.
- C. **Language Proficiency:** Level IV English ability (fluent) is required. Skill in writing professional reports in English is required.
- D. **Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology as well as principles and accepted practices of US and host country business accounting, budgeting and reporting is required; a thorough knowledge of the laws, regulations, policies and procedures associated with US Government financial management is also highly desired; and a comprehensive knowledge of US Government program planning and implementation procedures.
- E. **Abilities and Skills:** The incumbent must have an unusual ability to detect the financial strength and vulnerabilities of activity design and implementation actions. Must have excellent analytical ability to analyze data and assess its reliability and value, detect the financial strengths and weaknesses of programs, and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and internal controls. Must be able to compile and present detailed financial and related information in a concise and fully professional manner. Must be skilled in the use of computer based analytical programs and US Government data management systems to use in his/her performance and supervision of the financial analyst staff. He/she must have the ability to maintain effective working relationships with all levels of USAID staff and high level officials of implementing partners and support organizations. Must be able to present facts and recommendations clearly and concisely, both orally and in writing and possess excellent interpersonal skill in supervising FAs and performing tasks. Must have ability to communicate and train clearly laid out objectives and tasks.
- F. **Location:** Position is based in Northern Ghana.