

USAID VACANCY ANNOUNCEMENT # VN12-005

TO: All Mission Employees
FROM: Susan Cheung, Regional Executive Officer
SUBJECT: Vacancy Announcement - Financial Analyst
DATE: September 28, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Financial Analyst
Pos. No. and Grade: FSN 11, C-339
Division/Office: Regional Financial Management Office

BASIC FUNCTION OF POSITION

The Financial Analyst provides full professional expertise in the financial aspects of USAID/Peru's activities implemented in the field supporting Strategic and Special Objective Teams (SOTs) achieving implementation results and therefore their SO goals and objectives. S/he is responsible for ensuring that the most critical procedures related to the application of sound and effective internal controls are applied by contractors and grantees to safeguard the adequate use of funds in a timely and effective manner that will support the achievement of critical Mission goals. S/he serves as the Regional Controller's representative supporting SOT activities and is empowered to conduct Controller's functions in accordance with the appropriate delegation of authority. S/he performs analytical reviews and advises on complex financial aspects of SO activities. S/he is recognized, by colleagues from within and outside the mission, as an expert in the financial management of activities and supports them providing continuous advice when needed; also as an expert in providing assistance to new recipient organizations helping them in the understanding and application of sound procedures in line with USAID's requirements.

S/he has thorough understanding and knowledge of financial management procedures, principles, policies, regulations to manage adequately funds provided under the different assistance instruments that provide funds for the implementation of activities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Management Responsibilities:

The Financial Analyst has a broad responsibility in this area. S/he must work closely with Strategic Objective Teams in designing appropriate assistance instruments to optimize accomplishment of results at minimum costs. S/he must also manage the financial side of an activity from inception through implementation, administration and ultimately, close-out. S/he deals directly with high-level staff of contractors and grantees to discuss financial matters related to the implementation of

activities. S/he 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. S/he is considered as a problem solver of complex issues that might arise during project implementation. Assists contractors and grantees in developing internal control procedures and/or internal mission policies, when required. Advises the Supervisory Financial Analyst in audit matters such as: audit reports, audit findings and resolutions, audit inventory, internal control assessment at mission level, etc.

2. Strategic Objectives Responsibilities:

S/he serves on one or more SO Teams as a representative of the Regional Controller. Provides technical guidance on USAID financial procedures and internal control requirements to the SOT, activity and host country officials. Provides guidance on the management of local currency financing. Develops SOT related budgets at the project design stage when required. S/he prepares and takes into consideration all financial aspects of project design and implementation documents. S/he performs financial analyses on activities implemented and reports to host country agencies financial info as required. S/he participates periodically in work sessions at SOT level to review status of implementation and proposes corrective actions when needed. S/he verifies accuracy of financial data and appropriateness of documentation presented by grantees in support of fulfillment of conditions precedent prior to disbursements. S/he assists and proposes appropriate actions regarding accounts receivable.

3. Financial Management Responsibilities:

S/he 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
- 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) 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
- g) Providing financial management guidance and training on USAID procedures and accounting control requirements to client mission staff, PVO/NGO staff and other activity partners and stakeholders.

4. Audit Management Responsibilities:

S/he serves as the SOT audit control officer by:

- a) Implementing and keeping the Controller's approved Audit Management Plan for the SOT under responsibility
- b) Identifying and controlling the SOT audit inventory, assuring that all planned audits are executed
- c) Facilitating and tracking SOT audits, 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) Serving as SOT audit liaison for ongoing audits
- f) Monitoring, reporting and assisting as needed in the closing of SOT audit recommendations, in coordination with RIG/SS and the Office of M/MPI in AID/W

5. Management Control Assessment Responsibility:

S/he participates in the implementation of the Management Control Assessment on an annual basis by:

- a) Identifying the appropriate environment accountability units and operating within the SOT
- 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:

S/he is responsible for monitoring financial management regulations and policies and ensuring that all administrative and financial staff at 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.

REQUIRED QUALIFICATIONS

Education:

A University degree in Accounting, Finance or Business Administration.

Prior Work Experience:

Five to seven years of professional responsible experience including private and/or public accounting/finance experience. Working knowledge in an environment of public/private development activities is desirable.

Post Entry Training:

Training provided on Financial Analysis and Recipient Contracted Audit Program. Additional training on the guidance presented in the Automated Directives System (ADS) Sections 200, 300, 500 and 600, Controller's Guidebook, FM Bulletins, RIG's Audit Policy and Procedures.

Language Proficiency:

Level IV (fluent) in English reading and writing, and equivalent in Spanish is required.

Knowledge:

Must possess a comprehensive expert knowledge of financial aspects of project design and implementation. Good working knowledge of GOP fiscal requirements and regulations, NGOs and business communities. Computer skills required include expert knowledge of the full Microsoft Office environment (Word, Excel and Power Point) and internet-based tools and applications such as Google Mail.

Abilities and Skills:

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. 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 NGO's personnel. Ability to perform sophisticated analyses of management controls and capabilities of partners/beneficiaries organizations.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Monday, October 15, 2012. Applications received after the closing date will not be accepted.