

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 358272100201
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: MClass	Supervisory, Financial Analyst	FSN-11		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION:	a. First Subdivision: Office of Financial Management
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. Charles Egu, Controller		
Typed Name and Signature of EMPLOYEE _____ Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Supervisory Financial Analyst (SFA) is responsible for managing, supervising, guiding and mentoring a team of six Financial Analysts (FAs) in the Office of Financial Management, USAID/Uganda. The SFA is the first line supervisor of the six FAs, and as such, is responsible for all aspects of performance management, including evaluation, training and career development of the FAs. In addition, the SFA provides leadership and long term strategic planning to facilitate the work of FAs in providing a full range of financial management and advisory services in support of USAID/Uganda Development Objective (DO) teams; including; reviews of financial terms and conditions on project agreements, contracts, grant agreements and other instruments for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; participating as key members of the technical/DO teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises. The SFA supports the implementation of key USAID initiatives like USAID Forward/Local solutions. The SFA leads the performance of various types of audits, financial reviews, pre-award surveys, etc. The SFA is also responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; prepares and executes the annual audit management plan. Finally, the SFA manages the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); and participates in the assessment of partner country public financial management and procurement systems. The SFA reports to the Deputy Controller, and acts as a back up to the Chief Accountant in his or her absence.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Performance Management (20%)

1. The incumbent manages, supervises, guides and mentors six FAs.
2. As the first line supervisor of the six FAs, incumbent is responsible for all aspects of performance management, including evaluation, training and career development of the FAs.
3. Incumbent plans, organizes, schedules and assigns work to staff to meet established deadlines and ensure quality deliverables, while upholding excellent customer service principles.
4. Coordinates with the Chief Accountant and other Mission technical offices on financial analysts' tasks and assignments as necessary.

Audits, Pre-award assessments, Financial and Compliance Reviews, Internal Control Assessment (35 %)

The SFA **plans, organizes, schedules, and manages** FA staff who:

1. Are responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; prepare and maintains the Mission's audit inventory, which includes following-up on the receipt of audits from contracted audit firms, and also involves tracking the progress of open recommendations, and developing the annual audit management plan.
 - a. Establish and monitor the non-federal audit program for NGOs based outside the United States. When required, request and review copies of those audit reports evaluating any findings that may have an impact on the implementation of the DO Team activity.
 - b. Follow up on the audit process until the final audit report is accepted and issued by RIG/Pretoria. This involves working closely with implementing partners, auditors and RIG/Pretoria to provide required support and guidance; drafting the scopes of work and reviewing final reports for each audit; Updates IPs on OIG approved eligible audit firms, and provides new guidance on audit requirements to recipients and the firms that audit them.
 - c. Update the Mission on the status of audits and recommendations. Notify all relevant parties inside and outside the Mission of the initiation and completion of required audits to ensure proper participation in entrance and exit conferences.
 - d. Serve as the Mission contact and subject matter expert on technical questions arising in the course of audits regarding USAID regulations and procedures. This includes attending entrance, mid-term and exit conferences with all parties related to audits.
 - e. Coordinate correspondence with all stakeholders inside and outside the Mission, including senior management in the Mission and at Agency Headquarters in Washington, regarding all aspects of audit procedures from initiation to closure.
 - f. Review audits for adequacy and compliance with requirements as specified in OMB-Circulars. Ensure that audit recommendations receive appropriate and timely management decisions from Mission Senior Staff and that the final actions on audit recommendations are achieved within required timeframes. This involves working closely with the

COR/AORs, Activity Managers, Agreement Officer and implementing partners to coordinate the formulation, implementation and follow-up of management decisions as well as closure of open audit recommendations.

- g. Jointly serves as USAID/Uganda's Audit Management and Resolution Officer, responsible for all financial and performance audits, and the preparation and monitoring of the Mission's annual audit plan. S/he is responsible for preparation and/or review of Mission responses to the Regional Inspector General's audit report recommendations, and for closing out audit recommendations with USAID/Washington's Chief Financial Officer; and liaises with Inspector General's office, and advise the Controller and the Mission Director on the status of audits.
2. Participate in the performance of various types of audits, financial reviews, pre-award assessments, and compliance reviews. These include control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID-funded organizations to determine the levels of accountability and adequacy of control environments within those entities. Oversee the OFM Annual Financial Review Plan for the DO Teams and actively leads/participates in the performance of financial reviews, internal control assessments and financial management trainings for implementing partners. Establish and implement annual plans for performing financial management reviews of the Mission's implementing partners in Uganda; review the performance of implementing partners/agencies; prepare site visit reports to detail findings and recommendations; and track and follow up on implementation of recommendations. Act as the Contracting Officer's Representative (COR) for awards when a review or an assessment is outsourced.
3. Serve as the coordinator for all Mission Control Review Committee (MCRC) related issues and findings by tracking and monitoring actions required to strengthen internal controls in the Mission. He/she is responsible for conducting the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); guides and advises Mission staff on their responsibilities for maintaining effective internal control, operating systems and procedures; proposes recommended courses of action to correct management deficiencies and reported material control weaknesses, and takes responsibility for tracking the Mission's progress in addressing progress made to remedy deficiencies/weaknesses.

Public Financial Management and Local Capacity Building (25%):

The SFA **leads and guides** staff and/or contractors who:

1. Conduct (a) rapid appraisals of host country systems; (b) assessments on public financial management and procurement systems; (c) host country contracting and/or financial management capability assessments as a precondition to award approvals and contracting capability certifications; (d) Host country and donor discussions on public financial management, procurement and other related forums.
2. Advise Mission management on the reliability of host country systems, and the effectiveness of the underlying internal control; advise Mission management on weaknesses and possible recommendations. He/she identifies or coordinates the capacity building needs endorsed and/or determined from assessments conducted on the Host Government Agencies, both at the National and Local Levels, develops an Action Plan or a SOW to address those, and oversees implementation.
3. In conjunction with assessments conducted, participate in the conduct of relevant FM training and technical assistance to the Host Country entity, aimed at strengthening internal controls and management systems; and at building the capacity of NGOs and Host Country Government Implementing Agencies.
4. In coordination with Missions' technical and support teams, identifies local IPs who need additional support/training to improve their financial, administrative and management capacity to effectively implement USAID awards in accordance to U.S. G requirements; designs effective approaches to close the capacity gaps identified.
5. Represent Office of Financial management in coordinating internal and external local capacity development initiatives, tools, and financial trainings; through workshops, and conducting the organization capacity assessments.

Financial Analysis and Advisory Services (15%)

The SFA **supervises, leads and guides** the work of FAs who:

1. Provide professional financial advice to USAID/Uganda Mission management personnel on a range of issues related to the financial management aspects of proposed activities, such as estimated costs and required budgets; internal controls; fiduciary risk management and compliance; and other issues. Contribute to USAID's decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and the accuracy of financial reporting. Provide technical guidance on U.S. federal government and USAID rules and regulations to the technical DO teams, implementing partners, non-governmental organizations (NGOs) and host government officials. Prepare the financial aspects of project design and procurement planning documents, such as

budgets and financial plans for Implementation Letters, Grant Agreements, and other relevant implementing mechanisms. Assist activity managers in development of appropriate payment procedures in accordance with project implementation requirements.

2. Perform reviews of financial terms and conditions on project agreements, project implementation orders, GLAAS requisitions, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller and other Technical Office Directors or Team Leaders.
3. Participate as a key member of the technical (Development Objective) teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities. Perform the quarterly project accounting analyses and supports the Technical Teams in development of accrual estimates. Identify and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Investigate any variances between projections and actual disbursements or accrued expenditure and provides the results to Activity Managers.
4. Perform continuous and specific quarterly 1311 reviews for Mission's activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Controller's 1311 Certification; conduct special analysis of historical accounting data and recommend management actions or alternatives which can be taken when the data discloses unfavorable trends, situations, and/or deviations from budget plans.

Other Duties (5%)

Performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A baccalaureate degree in Accounting, Finance or Business Administration is required. In addition, a professional certification, (e.g. CPA or ACCA) is required. A master's degree in Accounting, Finance, Business Administration or related field is highly desirable.
- b. Prior Work Experience: A minimum Five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing; preferably with an international development organization or accounting firm, are required. Experience leading teams, either formally or informally, is required.
- c. Post Entry Training: Familiarization and on-the-job training on US Government accounting, USAID Financial Management, USAID Phoenix Accounting System and other USAID systems. A specific, tailored, recurring annual training plan including formal training and continuing education, including supervision training, will be developed for the employee.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English language proficiency in speaking, reading and writing is required.
- e. Job Knowledge: A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of Ugandan governmental and business institutions with regards to finance, accounting, budgeting and reporting; as well as governmental and not-for-profit accounting, budgeting and reporting are required. In-depth professional-level knowledge of development principles, concepts and practices, especially as they relate to performing audits of development programs and projects are highly desirable. A thorough knowledge of USAID activity design, development, implementation and evaluation processes is essential. Knowledge of Public Financial Management systems, Committee of Sponsoring Organizations Internal Control Framework, International auditing standards and related areas is highly desirable.
- f. Skills and Abilities: Excellent leadership skills, personnel management and supervision skills are required. Skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc. are required. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required. Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required. Ability to present results and recommendations to a broad audience, both orally and in writing, is also required. Excellent interpersonal skills are required, as incumbent will frequently be working with the officials and staff of the Host government, Contractors, Grantees, and others who may be unfamiliar with USAID's

programming and budgeting process. The incumbent must have solid verbal communication skills to be able to explain and interpret GOU attitudes, priorities and concerns to USAID officials, and to negotiate financial management and audit issues with appropriate GOU organizations and/or USAID implementing partners, technical advisors, counterparts, and peers. Excellent writing skills are required in order to prepare regular audit reports to the Regional Inspector General of USAID. The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project, and administrative matters is required. Strong IT skills are required to be able to effectively understand and process the systems and data that form the heart of the task performed in this position.

16. POSITION ELEMENTS

- a. **Supervision Received:** The SFA reports to the Deputy Mission Controller.
- b. **Supervision Exercised:** The incumbent supervises six Financial Analysts who support three OFM service centers: Financial Management and Analysis Services Center; Internal Control/Monitoring Services Center; and Capacity Building and Development Services Center. In addition, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Uganda OFM, incumbent may be assigned to manage the engagements, including providing oversight of contractors.
- c. **Available Guidelines:** Office of Management and Budget (OMB) and Government Accountability Office (GAO) circulars and bulletins and manual, USAID automated Directive system (ADS), Generally Accepted Accounting principles, generally accepted auditing standards, federal Acquisition Regulations, USAID regulations and other written guidelines issued by relevant authorities.
- d. **Exercise of Judgment:** Exercises a high degree of independent judgment especially as they relate to providing forward-looking, inclusive leadership to the teams. The incumbent's excellent independent judgment will also be crucial in planning, assigning, reviewing the work of team members, and assisting them with formal and on the job training as necessary to meet their full potentials in being part of a "Mission of Leaders". Good judgment is required to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; exercises excellent judgment and completes work independently. Heavy reliance is placed on the independent judgment of the incumbent in analyzing, evaluating and formulating conclusions and recommendations.
- e. **Authority to Make Commitments:** As delegated by the Deputy Controller. The incumbent's recommendations are given considerable weight when decisions are made by those who are empowered to make such commitments.
- f. **Nature, Level, and Purpose of Contacts:** Incumbent has frequent and direct contact and meetings with: USAID/Uganda Development Objective team leaders; COR/AORs; implementing partners; public accounting firms; senior level Mission Management, USAID/Washington, U.S. Embassy Officials, USAID's Regional Inspector General; Uganda's Auditor General's Office and other senior-level officials of the GOU and the private sector for the purpose of providing guidance and directions on USAID financial management, resolving audit recommendations, managing capacity building efforts, clarifying the financial management aspects of program/project implementation requirements, etc.
- g. **Time Expected to Reach Full Performance Level:** One year.