

Position Description- Financial Management Specialist

Basic Function of Position

Incumbent serves as an expert and chief advisor to the Financial Management Officer (FMO) and Post Management on all budgeting, accounting and financial planning matters. S/he is responsible for overall supervision, management and performance of the Budgeting and Accounting area in the Financial Management Office and also responsible for ICASS budgeting. Incumbent supervises four Financial Analysts and reports directly to the FMO. Incumbent helps the FMO and Management Officer shape financial policy and effectively manage ICASS relationships with other agencies at Post.

Major Duties and Responsibilities

1. Management and Supervision

30% of Time

The incumbent manages and supervises three FSN Financial Analysts and one Accounting Technician in carrying out the Budgeting and Accounting responsibilities in the Financial Management Section. Directs the Budgeting and Accounting team to produce integrated analyses, facts, information, proposed actions, or recommendations, and ensure consistency. Plans work to be accomplished by subordinates and assigns work based on priorities and requirements of the assignment. Performs all supervisory duties, including performance evaluation and improvement, developmental and training plans, performance awards, resolving complaints and ensuring that position descriptions and performance standards are aligned with mission requirements.

2. Budget Planning, Formulation, Justification, Execution and Accounting **30%**

Develops and tracks the annual budget calendar, coordinates or develops budget submissions, coordinates with the service providers and section heads on annual budget formulation activities, coordinates ICASS workload data calls and develops ICASS budgets.

Ensures that other Financial Analysts consistently apply budgetary concepts and economic assumptions across all allotments including current services estimates, anticipated implications due to change of the prices and fluctuations in exchange rates.

Initiates budget data calls for operating needs and program requirements to formulate a realistic budget.

Coordinates reviews and finalizes Field Budget Plans, Initial Budgets and Final Budgets/Mid-Year Budgets for all allotments including development of detailed justifications.

Monitors budget execution by comparing spending patterns and trends against financial plans through analysis of actual spending and projected spending through the end of the fiscal year.

Recommends reprogramming, delay of projects, reduction of efforts etc. to meet other financial needs based on the operating budget.

Reviews Purchase Orders for all allotments in the procurement system, coordinates with other Financial Analysts to assign appropriate fund-cites and forwards to FMO for all serviced agencies and the agency heads for non-serviced agencies for funds availability certification.

Monitors transmitted obligation numbers and amounts of all allotments in the RFMS Momentum System and ensures that transmitted obligations are reflected in the COAST reports correctly. Reviews cuff records maintained by the other Financial Analysts for the non-serviced agencies for funding and spending.

Reviews all ULOs, prepares validation reports to keep ULO, does necessary research to de-obligate, and submits validation reports to GFSC Bangkok quarterly. Cleans out all NV's and 477 charges with the help of supporting document as received. Provides FMO with monthly report detailing prior year(s) obligations liquidated during the month, excess funds recovered and status of all ULOs that are older than two years.

Coordinates Account Receivable workload. Monitors and follows up customer account details for non-payments, delayed payments and other irregularities. Follows up on a regular basis until the accounts are settled.

Establishes management controls using policy guidelines and generally accepted accounting standards for the prevention of waste, fraud and mismanagement.

Serves as back up for other Financial Analysts/Accounting Technicians in their absence and serves as a LES Alternate Certifying Officer.

3. Management Advisory, Analysis and Reporting 30%

Acts as Chief Advisor to the Financial Management Officer on all financial matters including financial planning, year-end spending, financial policy including TDY policy, financial impact of ICASS decisions, negotiating with other agencies on reimbursements, etc.

Develops statistical comparison, narrative summaries and prepares various financial reports such as status of funds, budget vs. spending trends, training plans and spending, cost-benefit analysis and others reports and reports to the post management and other agencies.

Ensures budgets are in compliance with all mandated spending restrictions and limitations.

Conducts research into various budgeting and accounting issues that impact on financial management and recommends options and alternatives in revisions to financial plans brought about by changes in program priorities or changes to funding levels due to mandated reductions, change in currency exchange rate, etc.

Conducts a zero base review of financial plan to ascertain how best utilize resources and to provide advice and assistance in reprogramming resources to meet operational needs.

4. Training and Development 10%

Assesses the training and development needs for the staff in the Budgeting and Accounting Division. Provides on-the-job trainings and conducts internal trainings related to the financial management operations. Conducts cross trainings and recommends other developmental trainings for the other Financial Analysts.