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VA-669-21-00008

I. GENERAL INFORMATION

1. **SOLICITATION NO:** VA-669-21-00008
2. **ISSUANCE DATE:** 09/09/21
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 09/23/2021 at 17:30
4. **POINT OF CONTACT:** Executive Officer, email at LiberiaHR@usaid.gov
5. **POSITION TITLE:** Supervisory Financial Analyst
6. **MARKET VALUE:** USD 51,630 to 82,612 **FSN-** 12 in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Initial contract will be for one year with optional years included for extension based on the programmatic needs, funding availability, and performance. This is considered a permanent position. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
8. **PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.
10. **SECURITY LEVEL REQUIRED:** Facility and computer access.

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION:

The Supervisory Financial Analyst (SFA) position is in USAID/Liberia's Office of Financial Management (OFM). The incumbent oversees the functions of the Financial Analysis team, whose responsibilities include, but are not limited to, financial assessments, evaluations and reviews, advisory services, implementing partner (IP) training, and project financial analysis or quarterly financial reviews. The Supervisory Financial Analyst serves as a principal advisor to the Technical Offices, senior Mission management, the Contracting/Agreement Officer, and implementing partners in the financial management of USAID program funds. The Supervisory Financial Analyst's supervision responsibilities include technical and administrative guidance, mentoring, quality control, timeliness of submission, performance evaluation, and leave planning/approval of the financial analysis team.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Financial Analysis and Assessments

(30%)

Directs and performs pre-award surveys, financial reviews, and risk assessments of implementing partners and prospective beneficiary institutions.

Conducts institutional and capacity-building training to implementers to enhance their understanding of USAID rules and regulations and strengthen their capabilities to safeguard U.S. Government funds.

Directs and coordinates all reviews of program funds: (1) unliquidated obligation reviews, (2) accrual reviews, and (3) quarterly financial pipeline reviews.

Develops systems and procedures to ensure the Financial Analysis team creates high-quality, timely Mission-wide and project-specific reports that include pipeline, expenditure rate, accruals analyses, and budgets.

Participates in the Mission's semi-annual technical teams' performance reviews by providing relevant financial information and responding to inquiries on funds disposition.

Advisory Services

(30%)

- Participates in activity design teams and serves on technical review panels for new proposals to provide financial management technical expertise.
- Advises the technical teams on how to develop the independent government cost estimate (IGCE) for new activities.
- Provides forward funding guidelines and pipeline status, including reviewing options on reducing pipelines to reasonable levels.
- Participates in post-award meetings to explain the financial management aspects of the award.
- Reviews the financial sections of work plans and provides input to expenditure plans and budgets.
- Serves on the Government Agreement Team, assists in milestone development, reviews activity budget estimates, and advises on incorporating risk management plans into the activity design.

Audit management**(20%)**

- Assists the Controller in managing the Audit Management Program for the Mission and coordinates with the Audit Management Officer (AMO) in accordance with USAID guidance.
- Develops and maintains the Mission's annual audit inventory and audit plan.
- Coordinates the audit contracting process to include reviewing audit scopes of work.
- Monitors and clears audit recommendations by solving financial and related problems and preparing supporting documentation for auditors.
- Reviews and prepares written management decisions for review and signature.
- Leads the periodic audit firm assessment and audit environment appraisal and directs final reports for the Controller's review/approval.

Internal Control Assessment**(10%)**

- Coordinates the internal management control reviews to determine and ensure Mission compliance with U.S. Government (USG) regulations and reporting requirements.
- Leads the Mission in the annual Internal Control and Enterprise Risk Management assessment in accordance with the Federal Managers' Financial Integrity Act (FMFIA) by 1).
- Advising on the control environment and how to assess risk; 2) performing testing of controls if deemed necessary, and 3) developing or improving control systems to address identified weaknesses.
- Tracks corrective actions that address any deficiencies identified during such reviews.

Staff Management and Supervision**(10%)**

- Assigns tasks to the Financial Analysts/Financial Analyst Assistant and oversees their work to ensure compliance with pertinent requirements and Agency/Mission standards.
- Prepares work objectives and evaluations for staff.
- Trains and mentors Financial Analysts to ensure their effective performance and achievement of set work objectives.
- Conducts a comprehensive review of FAs skills and develops annual training plans.
- Plans long term strategy of the Financial Analysis Team's human resources and where appropriate participates in the recruitment of Financial Analysts.
- As a professional position, it is anticipated that at times the duties of this position may require the incumbent to travel both domestically and abroad.

Supervision controls

Works under the direct supervision of the Controller who may delegate direct supervision to the Deputy Controller

Supervisory Relationship

Supervises, assigns work, and provides guidance and training to a team of four FSN-11 Financial Analysts and one FSN-08 Financial Analyst Assistant. May supervise work carried out by outside contractors.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** A University degree in Accounting, Finance, Business Administration, or related field or possess a professional certification such as a CPA or Chartered Accountant.
- 2. Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in accounting, auditing, budgeting, or financial management is required.
- 3. Work/Residency Permits:** For applicants who are not Liberian Citizens, valid work and/or residency permits allowing work in Liberia are required. **This information should be clearly stated in the application package.**
- 4. Language Proficiency:** Level IV fluent spoken and written proficiency in English is required.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application, and their oral and written interviews.

1. Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Prior work experience - Progressively responsible experience in professional accounting, auditing, or financially oriented business management. Prior CPA firm audit experience is highly desirable.

FACTOR #2: 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.

FACTOR #3: Skills and abilities - Ability to analyze data, narrative reports, internal control flowcharts, etc., to permit detection of strengths and weaknesses of projects & make independent judgments of institution's financial capability for the purposes of discussions concerning program project implementation and audit recommendations.

3. Basis of Rating

Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors	50 points
Interview Performance	50 points

Total Possible Points 100 points

Interview questions will revolve around the candidate's ability to:

- Respond in a clear and concise manner to a series of questions about your experience, skills, goals, and other areas.
- Respond in writing, to different scenarios, clearly stating your proposed solution.

IV. SUBMITTING AN OFFER

Applications must be submitted electronically by email with the subject line **VA-669-21-00008** – Supervisory Financial Analyst LiberiaHR@usaid.gov

Applicants may submit an application package prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A brief summary not more than 200 words (in total) on how your qualifications meet the three Evaluation Factors above.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.