I. GENERAL INFORMATION

1. SOLICITATION NO: VA-669-22-00008

2. ISSUANCE DATE: May 18, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 31, 2022, 11:59 pm Local Time, Monrovia, Liberia

4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov

5. POSITION TITLE: Financial Analyst

6. MARKET VALUE: USD $ 40,344 – 64,550 FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

7. PERIOD OF PERFORMANCE: This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and 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.

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 access.

11. STATEMENT OF DUTIES

Basic Function of Position
The Financial Analyst (FA) is in the Office of Financial Management (OFM) Liberia and reports to the Supervisory Financial Analyst. S/he is a full member of various Development Objectives
(DO) Teams designing and implementing large and complex development assistance programs. The FA conducts, or manages the performance, of various types of host county and implementing partner assessments of public financial management and procurement systems; audits, financial reviews, pre-award assessments, and compliance reviews, provides assistance, and support services to the Mission Controller, Deputy Mission Controller, Mission Management, Contractors, Recipients, and host Country Government entities. In addition, the incumbent supports one or more assigned DO teams in the financial management aspects of all phases of the project life cycle, from project design and procurement through execution and closure.

**Major Duties and Responsibilities**

**Audits, Pre-award assessments and Compliance Reviews**

1. Conducts the annual review of the enterprise risks and Mission’s internal control systems as required by the Federal Managers Financial Integrity Act (FMFIA). The incumbent 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. The incumbent will also help guide the process of developing a risk profile for the Mission.

2. Supports USAID/Liberia’s Audit Management and Resolution Officer and is responsible for all financial and performance audits and for the preparation and monitoring of the Mission’s annual audit plan. S/he will be 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 will liaise with Inspector General’s office, and advise the Controller and the Mission Director on the status of audits.

3. Establishes and implements annual plans for performing financial management reviews of the Mission’s implementing partners in Liberia. Reviews the performance of implementing partners/agencies, prepares site visit reports to detail findings and recommendations; and track and follow up on implementation of recommendations.

4. Provides an opinion on the reliability of host country and recipient systems, and the effectiveness of the underlying internal control. Advises mission management on weaknesses and possible recommendations. Provides input to project work plans, expenditure plans and budgets and monitors the financial and accounting performance of grantees, contractors and the host government. Provides assistance and advice to contractors, grantees and host government counterparts in the maintenance of records and US Government (USG) financial management requirements.

**Assists in the Accounting, Budget, and Reporting Functions of USAID/Liberia**

1. Performs reviews of financial terms and conditions on project agreements, project implementation orders, modified acquisition and assistance requests, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. S/he monitors the execution of such documents to ensure compliance with financial plans and reports on the
financial status of those instruments to the Controller and other technical office directors or team leaders.

2. Prepares the quarterly reports of financial data required by USAID/Washington in preparing the Agency’s quarterly financial statements.

3. Analyzes new and revised financial management procedures issued by USAID/Washington which impact USAID/Liberia accounting and financial reporting systems. S/he designs procedures to permit effective implementation of needed managerial and program systems.

4. Provides guidance and advice to other USAID/Liberia OFM staff, administrative, and programmatic personnel engaged in carrying out fiscal and programmatic activities. S/he advises the Mission Director, technical team leaders, activity managers, and other support personnel to provide clear direction to ensure effective planning and execution of financial managerial operations. S/he provides guidance on all financial management policy matters.

Management Advice and Assistance  

1. Provides financial advice to USAID/Liberia Mission management personnel on a range of issues related to the financial management aspects of proposed activities. Contributes to USAID’s decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and accuracy of financial reporting; Provides technical guidance on USG and USAID rules and regulations to the technical teams, implementing partners, and host government officials. Prepares the financial aspects of project design and implementation documents, such as budgets and financial plans for Implementation Letters, Grant Agreements, etc. Assists activity managers in development of appropriate payment procedures.

2. Participates as a key member of the technical (DO) teams in exercises such as periodic portfolio and/or project implementation reviews and procurement planning exercises. Performs the quarterly project accounting analyses and participates with the technical teams in development of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Reviews project vouchers and liquidation requests. Investigates variances between projections and actual disbursements and provides analysis to Activity Managers.

   Liaises with officials at various levels for the USAID Mission, U.S. Embassy, host government, and implementing organizations to ascertain needs for accounting and budgetary data and ensure that those needs are being met. Advises host government officials on financial requirements of various awards and of changes (amendments) occurring throughout the life of such awards. Works with host government tax authorities as needed. Provides advice on tax changes in local law that affects USAID and implementing partner employees and operations.

Public Financial Management and Host country systems  

1. Performs, or manages the performance of, various types of host county assessments, audits, financial reviews, pre-award assessments, and compliance reviews. These may include but are not limited to (a) country context appraisals of host country systems; (b) assessments on public financial management and procurement systems; (c) host country contracting and/or financial management capability assessments on identified host
country implementing agencies as a precondition to award approvals; and (d) host country and donor discussions on public financial management, procurement and other related areas of expertise. The Incumbent may also participate in various types of financial reviews, control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID funded activities.

2. Identifies or coordinates the capacity development plan determined from assessments conducted on the host government agencies, both at the national and local levels, and aids in the implementation and monitoring of the plan.

3. In conjunction with assessments conducted, participates in the conduct of relevant Financial Management training and technical assistance to the Mission/Client Missions; recipients contractors; and to the host country government-- aimed at strengthening internal controls and management systems; and at building the capacity of local organizations and of host country government implementing agencies.

4. Performs continuous and specific quarterly 1311 reviews for Mission’s activities to manage outstanding commitments, obligations, sub-commitments and sub-obligations as required

5. Performs pre-payment verification of invoices to determine allowability of costs being claimed in accordance with relevant award terms and provisions and with applicable USAID cost principles and other regulations; conducts analysis of historical accounting data and recommends management actions as needed.

- **Supervision Controls**: The incumbent reports to the Supervisory Financial Analyst, and as necessary, coordinates with the Deputy Controller or Controller

- **Supervisory Relationship**: None

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 or Business Administration is required.

2. **Prior Work Experience**: A Minimum of five years of progressively responsible experience in professional accounting, auditing, or other financial management is required.

3. **Post Entry Training**: On-the-job and some coursework training to be provided in USAID and USG systems.

4. **Language Proficiency** Level IV English ability (fluent) is required. sp/rd/wr.

5. **Job Knowledge**: Knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS), international auditing and accounting standards, as well as governmental and not-for-profit accounting,
budgeting, and reporting are required. Knowledge of activity design, development, implementation, and evaluation processes is essential. Knowledge of public financial management systems, Committee of Sponsoring Organizations (COSO) Internal Control Framework, international auditing standards and related areas is highly desired.

6. **Skills and Abilities:** Excellent skills and abilities in performing financial analysis, internal control assessments, financial reviews, compliance reviews, audits, etc. are required. Ability to perform 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 clearly communicate results and recommendations to a broad audience, both orally and in writing, is also required. Excellent interpersonal skills are required, as the 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 systems and processes.

**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. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

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 invited to an interview which will consist of both an oral and written evaluation. 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:** In 200 words or less, describe your 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:** In 200 words or less, describe your 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:** In 200 words or less, describe your 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 institutions’ 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 written responses, interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

   Evaluation Factors 100 points

   | Factor #1       | 10 points |
   | Factor #2       | 30 points |
   | Factor #3       | 30 points |

   Interview Performance 30 points

   Interview questions will provide the candidate the ability to:
   - Respond in a clear and concise manner to a series of questions about your experience, skills, goals, and other areas.
   - Respond to different scenarios, clearly stating your proposed solution.

   Total Possible Points 100 points

**IV. SUBMITTING AN OFFER**

Applications must be submitted electronically by email with the subject line **VA-669-22-00008– Financial Analyst LiberiaHR@usaid.gov**

Applicants may submit an application 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.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. Candidates must also meet the full work experience requirement and demonstrate in their application that they are an eligible offeror as required in I.9 above. 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.