



JOB VACANCY ANNOUNCEMENT

Number: **PC 23-004**

Position: **Financial Assistant, PSC - 9**

Office: **U. S. Peace Corps, GHANA**

Open to: **All Interested Candidates**

Work hours: **40+ a week**

Closing Date: **August 4, 2023**

Salary: **\$19,477 – 30,189.00 PA plus benefits**

PERSONAL SERVICES CONTRACTOR (PSC)

The Peace Corps is a United States federal agency that promotes international peace, friendship and sustainable development by providing trained men and women to serve in local communities. In Ghana, these trained men and women (Peace Corps Volunteers) work in the areas of Health, Education, and Agriculture. The agency in Ghana is seeking to hire a highly skilled professional to provide leadership in developing and maintaining a program that contributes to the Post's goal of nurturing and supporting resilient, culturally sensitive, responsible and able Volunteers. The Financial Assistant reports to the Deputy Director of Management and Operations and is responsible for a significant amount of the financial management of the Peace Corps Ghana office.

Desired Qualifications and Statement of Work:

- Please see the attached Desired and Required Qualifications, and Statement of Work.

Interested applicants for this position must submit the following or the application will not be considered:

- 1) *Completed 1 pager of Supplemental Questions*
- 2) *A cover letter*
- 3) *A detailed résumé or C.V. that includes:*
 - *Professional positions held identifying duties, responsibilities, dates of employment and reasons for leaving.*
 - *Education and training, schools attended, dates of attendance, qualifications obtained.*
 - *An accounting for periods of unemployment longer than three months*
 - *3 Professional references*
- 4) *Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above:*

Write the position title as email subject and send application packet to GH-Jobs@peacecorps.gov. See our website for full job description and application details: <https://www.peacecorps.gov/ghana/contracts/>

U. S. Peace Corps – Ghana
Financial Assistant
Number of Positions: One position
Duty Station: Accra, Ghana

REQUIRED QUALIFICATIONS

1. College or university degree (accounting or similar field highly desirable).
2. A minimum of two years working experience in the accounting and financial administration field.
3. A minimum of 3 years of work experience in culturally diverse organization working in international cooperation.
3. Excellent speaking, writing, presentation, and all-round communication skills
4. Must be familiar with financial operations and accounting procedures or undergo on-the-job training while on a probationary status.
5. Must have in excellent computer skills with in-depth knowledge of Microsoft, especially commonly used applications.
6. Must be tactful and have good cross-cultural skills. Must have the ability to work well with others and be able to respond quickly to crisis situations.

DESIRED QUALIFICATIONS

- US work experience or overseas travel
- Proven ability to solve problems without supervision.
- Knowledge and understanding of US values, history, and culture.
- Must have excellent proficiency in oral and written English.

STATEMENT OF WORK: FINANCIAL ASSISTANT

The U. S. Peace Corps is an agency that promotes international peace, friendship and sustainable development by providing trained men and women, Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. This position is located in the Accra Ghana Peace Corps Office (Post) and reports directly to the Peace Corps Deputy Director of Management and Operations (DDMO).

The FA position has several functions and is important to help keep the Post operating smoothly. The FA assists in the implementation of the quarterly and annual budgets. They may become a contracting officer at Post responsible for negotiating supplies/services and personal services contracts. The FA can be a contact person with the Post health insurance plan representatives, and may act as the Human Resources Assistant for Post. They input financial and cost data into the U. S. Government systems and help monitor and track current expenses and budgets. The FA will back up other members of the financial team when they are on leave or out of the office. They provide reports to Washington and to Post as requested. He or she has supervisory responsibilities (with appropriate Inherently Government Function (IGF approval) of the Voucher Examiner /Administrative Specialist and Volunteer Support Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

Budgetary and Financial Program Management

- Assists in the preparation of Annual Operating Plan (Budget) and the subsequent Quarterly Budget Reviews (QBRs) and annual close-out review with the DMO.
- May help manage the budget for Peace Corps Ghana's Training Center, as well as oversee expenditures for two sub-offices throughout the country.
- Works in close collaboration with Program & Training, Medical, Information Technology, Safety and Security & Administrative units on department-specific budgets to collect and synthesize budget planning information in addition to gathering information on prior year costs.
- May create and prioritize unfunded requirements list for review by the Deputy Director of Management & Operations (DDMO) and the Country Director (CD).
- Helps with the monitoring of the implementation of approved plans including preparing regular budget analyses for the DDMO and quarterly budget reports for all Programmatic Units tracking spending against budget targets.
- When needed, works with other staff and the DDMO to realign Post's funds to better reflect changing quarterly budget trends and needs while still remaining within the budget allotment.
- Prepares reports on spending trends and cost analysis in order to assist in the preparation of the annual budget. Also prepares periodic budget and spending analyses, reports, and monthly reconciliation as directed by the DDMO, using government accounting software to develop accounting records and provide insights and knowledge of Peace Corps' spending requirements.
- Directs the disbursement of funds in close collaboration with the DDMO.

Financial Systems and Administrative Management

- Assists in the creation and preparation of financial reports for the Country Director, Headquarters and the Administrative Unit.
- When trained, will provide guidance to other Post staff on financial matters including interpretation of regulations.
- The incumbent assists the DDMO in reviewing Peace Corps regulation changes and general financial and administrative operations to ensure that proper controls are in place to prevent unauthorized use of U. S. Government funds and property.
- Helps to maintain Post automated internal government accounting system and helps to monitor allotments in the system in accordance with the approved operating budgets.
- Recommends obligation increases/decreases on an on-going basis and at the time of monthly

reconciliation.

- Is responsible for the preparation of all obligating and liquidating documents, including Miscellaneous Obligating Documents, Purchase Orders, Contracts, Leases, payments and Travel Authorizations, and may present said documents to the DMO and CD for approval and ensures compliance with U.S. Government law and internal Peace Corps procedures. Assists other admin staff in tracking activity of these transactions.
- May interface with the Office of Global Accounts Payable (OGAP) at Peace Corps headquarters in Washington, DC in addressing any issues as needed.
- Prepares international travel advance requests when requested.
- Helps monitor Post reporting requirements to ensure that reports are submitted in a timely and accurate manner.
- Works with the cashier and other admin staff to track checks and EFT requests to ensure vendors receive timely payment; follows up with OGAP, as needed. In collaboration with the Cashier, ensures that records of check receipts with vendor signature are properly maintained.
- Helps maintain and may submit quarterly reports to Headquarters (including VAT exemption)
- May assist other staff and the DMO to implement human resource functions. These may include development and updating of personal services contracts (PSCs), checking timesheets with official headquarters records and ensuring timely payroll payments, managing medical, retirement, and annual leave plans.

May be designated limited supervisory responsibilities if assigned by the Country Director and with the approval of the Regional Director. Personal Services Contractors (PSCs) may only supervise other PSCs. (**See MS 743a and MS 744a**)

Contracting Officer Duties

- May act as a Warranted Contracts Officer, thereby serving as the Contracting Officer for Post able to enter into contractual agreements for all leases, personnel services contracts, and any other type of procurement activities undertaken by PC/Ghana. FA will become Warranted Contracting Officer only after completing the required OACM training and receiving the signed certification of Contracting Officer status.
- Ensures that necessary and relevant procurement rules and regulations are adhered to for all procurement activity under supervision including market research, formulating strategy, defining Scopes of Work, writing Requests for Quotes, making selections in the best interest of the U. S. Government, performance of contract and receiving of goods and services and finally close-out of contract files.
- Prepares and formats all leases and contracts after receiving appropriate information verifying that contracting criteria is adhered to. Sets up due date payments schedule for budget purposes.
- Prepares, obligates, assigns fiscal coding, and liquidates for all contracts and leases.

Performs any other duties that may be assigned to him/her by the CD or his/her designate.

Safety and Security Duties for all Peace Corps positions:

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.

- Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Acts as duty officer, as needed.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Miscellaneous:

To the extent Contractor operates a US government owned, leased, or rented vehicle (GOV) to perform his or her job duties, Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334 and Peace Corps MS 522.

Contractor must refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor must not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

Authorization must be given by the Country Director for any staff to drive a Peace Corps Vehicle.

PSC is expected to adhere to Peace Corps code of conducts as mentioned in the PSC contract with reference to PC Manual Sections and the Ghana Staff Handbook.

Temporary Duties (TDY):

The contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned.

Occasional Money Handler:

This position may act as an Occasional Money Handler, as assigned, to perform work within the scope of duties. The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training sites, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer; of the Peace Corps Act.