



VACANCY ANNOUNCEMENT

U.S. Mission	U.S. Embassy in Brussels
Announcement Number:	Brussels-2019-14
Position Title:	Financial Management Analyst
Opening Period:	November 2, 2018 – November 18, 2018
Series/Grade:	LE-0450/8 FS-0450/6
Salary:	LE: EUR 3,496 – 4,620 gross/month FS: USD 40,514 – 70,687 gross/annum. Actual FS salary determined by Washington D.C.
For More Info:	JAS Human Resources Office, Tri-Missions, Brussels
Who May Apply:	All Interested Applicants / All Sources
Security Clearance Required:	Local Security Certification/Public Trust Certification
Duration Appointment:	LE: Definite Not to Exceed 1 year (LE). Becomes indefinite after successful completion of one year. FS: Definite Not to Exceed 5 years. (FMA) Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of Financial Management Analyst.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties:

The position is the main point of contact for all agencies on all International Cooperative Administrative Support Services (ICASS) issues and all Joint Administrative Services (JAS) section heads on ICASS financial issues. The full range of financial management services includes budget formulation, financial planning, budget execution, allotment accounting, analysis and reporting.

A. State ICASS Allotment

Incumbent is the key financial advisor to management section heads for Brussels' USD 35 million ICASS allotment that funds support of the 51 ICASS agencies present in Belgium.

Incumbent is primary responsible to prepare and formulate the appropriate final annual ICASS workload counts, the annual Field Budget Estimates, and financial plans upon Department/Agency request.

Reviews and analyzes inter-office payments coming from Washington, Global Financial Services (GFS) Charleston, and other Financial Management Centers.

Coordinates and discusses with the different service providers their time distribution and the annual workload count for the different types of services/transactions processed. Quarterly updates the ICASS software by the actual quarterly costs. Issues partial year and temporary duty (TDY) invoices to agencies as necessary.

B. Defense Attaché Office (DAO) Allotment

Incumbent is the key financial advisor to the Defense Attaché Officer for its USD 600,000 allotment.

C. Special Projects

Is often assigned other special tasks and projects by the FMO, D/FMO, Financial Specialist, or Financial Accounting Branch Supervisor and performs backup functions for all accounting positions as required.

Qualifications and Evaluations

Education and Experience: Bachelor degree, or equivalent, in Finance or Business Administration with minimum three years' experience in the fields of budget or accounting **OR** two years of post-secondary studies with minimum five years' experience in the fields of budget or accounting.

Requirements:

JOB KNOWLEDGE: Must be able to quickly learn and understand U.S. Government appropriation and budget processes and related regulatory/legal provisions. Must be able to quickly learn supported agencies' programs/projects and related financial management procedures. Must be able to quickly learn to operate the Regional Financial Management System, ICASS budget software and the Resource Allocation and Budget Integration Tools (RABIT), E2 Travel Program, the ILMS program, and the COAST program.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required. Level 4 (Fluent) Speaking/Reading/Writing of Dutch or French is required. (This may be tested)

SKILLS AND ABILITIES: Must be able to advocate supported agencies' requirements orally and in written formats (memoranda, cables, budget justifications, etc.) to their Washington headquarters. Must be able to analyze and explain supported agencies' financial matters, problems, etc., to their managers who may not be familiar with appropriations, budget, regulatory, and other areas of financial management. Level IV typing, and ability to use calculator, word processor, and personal computer.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the

armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security/Public Trust certification. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission's internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the "Apply Now" button at the Mission's internet site: <https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport or ID card copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.