

Budget Officer, USAID/Burma Diversity and Inclusion Scholarship Program (Hybrid) - (3660)

Job Title Budget Officer, USAID/Burma Diversity and Inclusion Scholarship Program (Hybrid)

Organizational Unit	IIE Organization -> Myanmar -> USAID Programs
Schedule	Full Time
Education	Bachelor's Degree
Location	Yangon Burma - MM (Primary)
Travel	10 to 25%

Job Description

The Budget Officer will provide support in the analysis of potential grantee applications' budgets and serve as the support the reviewing and record keeping of awarded grantees of the USAID/Burma Diversity and Inclusion Scholarship Program. This position will directly report to the Grants Manager, and support Grants Manager and Senior Technical Lead in the Grant Negotiation and Development process, as well as the post-award management process. This position requires close collaboration with the Admin and Finance team.

Essential Functions:

- Thoroughly reviews budgets submitted by potential applicants and provide technical assistance to grant evaluation committee for selection process.
- Participates and plays an active role in Grant Development Meetings, as well as relevant internal and external meetings.
- Verifies costs proposed and submitted by potential partners and ensuring that activities and budget are consistent and ensures that costs in final awardee budgets are real, reasonable, allowable and allocable.
- Ensures that necessary cost verification information is recorded in Project files, including in Negotiation Memos, Drafting the Cost Verification and related sections of the Negotiation Memos.
- Provides technical assistance to recipient organizations in support of financial reporting to present costs in an accurate manner and consistent with IIE budget templates and requirements.
- Reviews grantee financial statements and reports to ensure alignment of actual expenses and backup documentation; confirms payment requests are aligned with proposed activities; and verifies, if necessary, IIE prior approval was received. This includes reviewing grantees' expense reporting and financial account analysis. Performs, reviews, and issues policy-compliant contracts and purchase orders for DISP.

- Ensures that questions posed by IIE staff remembers reviewing awardee financial documentation are promptly and accurately answered.
- Liaises with awardees to procure the needed documentation and information verifying costs and other backup documentation.
- Performs other duties as assigned by the supervisor.

Job Requirements

Education and Work Experience:

- Requires a bachelor's degree and at least five (5) years of related experience, or an equivalent combination of education and experience.

Required Knowledge, Skills and Abilities:

- At least three years of experience managing finances in a similar funding environment.
- Familiarity with accounting software.
- Experience working with Grants and have knowledge of USAID rules and regulations is preferred.
- Ability to recognize and analyze difficult situations and to take appropriate action.
- Ability to complete work assignments within established time frames with a high level of accuracy.
- Professional working level language skills (written and oral) in English.
- Ability to work independently, in teams, and across departments.
- Strong interpersonal and communication skills and ability to work in a multicultural workplace.
- Ability to organize and maintain large amounts of detailed information
- Ability to read and interpret documents.

The Institute of International Education ("IIE") has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

<https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/3660>

IIE is an Equal Opportunity and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.