

IO1169 Financial Analyst Officer DFI-102

General information

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| Job category | Standard |
| Status | Published |
| Department | ADM/Directorate for Finance, Budget & Management Systems |
| Division | DFI / Finance and Budget Division |

Job description

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| Main job | Business Administration - Finance |
| Title of the position | Financial Analyst Officer DFI-102 |
| Job family | Project support |
| Grade | G6 |
| Direct employment | Required |
| Purpose | <p>To be primarily responsible for management of the short-term in-kind budgets for Task Agreements and Secondments and the income budget.</p> <p>To prepare external reports namely the budget status report for MAC and ITER Council, the quarterly financial report and monthly earned value reports for IO costs.</p> <p>Works with the Budget Responsible Officer to support the accurate and transparent development, tracking, and management of the annual and lifecycle budgets</p> <p>In particular, supports the In-kind Budget Development for Task Agreements and Seconded Staff and manage the in-kind budget execution, including coordination internally as well as with the Domestic Agencies;</p> <p>Manages the Income Budget Execution, including monthly updates and cash-flow forecasts;</p> <p>Maintains the annual ITER Organization (IO) budgets by directorate and division in the IO Enterprise Resource Planning tool (SAP) consistent with the multi-year budget planning in Cobra;</p> <p>Performs monthly In-kind Forecasting & financial budget reports;</p> <p>Assists in the calculation and validation of monthly in-kind accruals;</p> <p>Prepares the ITER Quarterly Financial Report for internal and external distribution and use;</p> <p>Prepares the semi-annual ITER Financial Status Report to be presented during the ITER</p> |
| Main duties / Responsibilities | <p>Management Advisory Committee;</p> <p>Support the preparation of annual IO Financial Statements;</p> <p>Prepares the annual Exchange Rate Paper;</p> <p>Liaises with Directorate Budget Officers on In-kind Budgets to ensure accurate and proper management of financial resources and adherence to circulars and regulations;</p> <p>Prepares and updates IO financial circulars;</p> <p>Serves as a back-up to the Directorate Budget Officers, as needed;</p> <p>Perform ad-hoc Financial Analysis as required;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary ;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule or Strategic Management Plan;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Under the supervision of the Budget Responsible Officer, reports to the Head of the Finance and Budget Division;</p> <p>Interfaces with all other Directorates, Offices and Divisions in the ITER Organization.</p> <p>In response to requests from the Director-General and/or Director for Administration, or proactively, informs the DG/Director for Administration of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p> <p>Successfully contributes to the accuracy of the in-kind financial data of the ITER Organization;</p> <p>Successfully contributes to the production of internal and external reports.</p> |
| Measures of effectiveness | |

Applicant criteria

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| Level of study | Master or equivalent degree |
| Diploma | Business Administration, Finance, Accounting field |
| Level of experience | At least 8 years |
| Technical experience | Successful experience in finance and/or budget fields, being responsible and autonomous in the performed duties. Significant experience in Project Management, including cost estimating, project controls, scheduling, and risk management. Project Management Professional credential is considered as a plus. |
| Project experience | At least 5 years |
| Social skills | Ability to work effectively in a multi-cultural environment , Ability to organize and monitor activities, Ability to communicate effectively |
| Languages | English (Working) |
| Free criteria | Good knowledge of Earned Value Software like Cobra; Good command of the Microsoft Office package. Good understanding of accounting tools like SAP |