

# IO1255 Budget Officer CIE-209

## General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering

## Job description

Main job	Business Administration - Finance
Title of the position	Budget Officer CIE-209
Job family	Organizational Support Officer - 1
Grade	G6
Direct employment	Required
Purpose	<p>-The Budget Officer (DBO) serves as the primary point of contact on budget and cost matters for the Central Integration and Engineering (CIE) and Buildings and Site Infrastructure (BSI) Directorates. This includes working with Division Heads and Responsible Officers to prepare budgets in response to the annual budget call, managing and reporting on the division and directorate budgets, coordinating with the Procurement and Contracts and Human Resources Divisions to track and manage contracts from inception to close-out, and supporting the project Earned Value Management system through accrual preparation, forecasting, and reporting.</p> <p>-Responds to the annual budget call by preparing and updating commitment and payment data for cash and in-kind;</p> <p>-Prepares monthly financial status reports and briefs directorate management on budgetary execution and identifies cost variances and recommends solutions to problems that may occur;</p> <p>-Prepares cost variance and corrective action reports;</p> <p>-Prepares and submits monthly accruals and forecasts;</p> <p>-Prepares and submits budget and/or project change requests to reflect changes in scope or schedule or to request additional budget;</p> <p>-Reviews and approves all purchase requests to ensure adherence to annual or lifecycle budgets;</p>
Main duties / Responsibilities	<p>-Ensures proper costing of expenditures to the Work Breakdown- , Organisation Breakdown-, and Budgetary Structures;</p> <p>-Monitors the status of purchase requests and contracts from inception to close-out;</p> <p>-Prepares and submits cost corrections to ensure correct cost allocation in SAP;</p> <p>-Implements financial policies and procedures within the CIE &amp; BSI Directorates;</p> <p>-Provides direction to technical staff on all budgetary and cost matters;</p> <p>-Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>-Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>-Reports to the Director of the Central Integration and Engineering (CIE) Directorate;</p> <p>-Provides Support to the Director of the Buildings and Site Infrastructure (BSI) Directorate;</p> <p>-Interacts and coordinates with other Directorate Budget Officers, Offices and Divisions in the ITER Organization;</p> <p>-In response to requests from the Director-General and/or the Director for Central Integration and Engineering, or proactively, informs the DG/Director for Central Integration and Engineering 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>-Contributes to the accuracy of the budgets of CIE &amp; BSI Directorates;</p> <p>-Contributes to the monitoring and management of the budgets of CIE &amp; BSI Directorates.</p> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Business Administration, Finance, or Accounting.
Level of experience	At least 5 years
Technical experience	-Experience in the Financial and Administrative domain; -Experience in Project Management including earned value management, cost estimating, and project controls.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	-A Project Management Professional accreditation is preferred.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of earned value software