

# IO1283 Budget Officer TKM-056

## General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Tokamak

## Job description

Main job	Business Administration - Accounting
Title of the position	Budget Officer TKM-056
Job family	Experienced Functional Support - 3
Grade	G5
Direct employment	Required
Purpose	<p>The Budget Officer (DBO) serves as the primary point of contact on budget and cost matters for the Tokamak (TKM) Directorate. 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 TKM Directorate;</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> <p>Reports to the Director of the Tokamak 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>
Measures of effectiveness	<p>Contributes to the accuracy of the budget of TKM Directorate;</p> <p>Monitors effectively and accurately the TKM budget;</p> <p>Ensures implementation of financial rules and regulations;</p> <p>Makes relevant proposals following project change request;</p> <p>Develops accurate financial reports.</p> <p>Project Construction Phase</p> <p>ID SAP : 50000136</p>

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Business Adm, Finance or Accounting
Level of experience	At least 8 years
	A Project Management Professional accreditation is preferred.
Technical experience	Professional experience in the Financial and Administrative domain. Experience in Project Management including earned value management, cost estimating, and project controls.
Project experience	2 to 4 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of earned value software; Good command of the Microsoft Office package.