

# IO1577 Budget Officer FPD-008

## General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Budget Management Section

## Job description

Main job	Business Administration - Finance
Title of the position	Budget Officer FPD-008
Job family	Functional Assistant - 3
Grade	G5
Direct employment	Not required
Purpose	<p>The Department Budget Officer (DBO) serves as the primary point of contact on budget and cost matters for his or her assigned Department. This includes working with Section and/or 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>
Main duties / Responsibilities	<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 project and/or streamline change requests to reflect changes in scope or schedule or to request additional budget;</p> <p>Reviews and approves purchase requests for his/her scope to ensure adherence to annual or lifecycle budgets and to ensure proper costing of expenditures to the Work Breakdown Structure, Organization Breakdown Structure, and budgetary structure as well as adherence to the procedures governing the processing of both purchase requisitions and orders in a timely manner;</p> <p>Monitors the status of purchase requests and contracts from inception to close-out;</p> <p>Implements financial policies and procedures within the assigned department;</p> <p>Provides necessary support to the Project Manager for the Vacuum System Arrangement or other similar extra-budgetary arrangements, including providing regular budgetary reports for the project;</p> <p>Prepares and submits cost corrections to ensure correct cost allocation in the ERP system;</p> <p>Publishes the annual list of charge codes and implementing them in SAP;</p> <p>Maintains the Responsibility Assignment Matrix (RAM) in cooperation with Human Resources and Project Controls Divisions;</p> <p>Advises technical staff on budgetary and cost matters for the defined scope;</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>May be requested to be part of any of the project team dealing with the above activities and perform other duties upon management request;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Budget Management Section Leader;</p> <p>Provides Support to the assigned Department Head;</p> <p>Interacts with other DBOs, Offices and Divisions in the ITER Organization;</p> <p>In response to requests from the Director-General and/or Finance &amp; Procurement Department</p>

Measures of effectiveness	Head or proactively, informs the DG/ Finance & Procurement Department Head 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.
	<ul style="list-style-type: none"> <li>Contributes to the accuracy of the budgets of assigned Department(s),</li> <li>Contributes to the monitoring and management of the budget(s) of assigned Department(s);</li> <li>Maintains a positive working relationships with the Department and Division Head, the Budget Management Section Leader, and other Budget Management Staff;</li> <li>Ensures implementation of financial rules and regulations;</li> <li>Makes relevant proposals following project change requests;</li> <li>Develops accurate financial reports;</li> <li>Manages efficiently Vacuum Piping or other similar projects;</li> <li>Updates accurately RAM maintenance.</li> </ul>
	ID SAP: 50000202
	Project Construction Phase

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Technical, Business Adm., Project Mgt
Level of experience	At least 7 years
Technical experience/knowledge	Good project management knowledge including the understanding of budget planning and resources controls.
	At least 7 years' experience in developing and tracking schedules, cost estimating and reporting equivalent;
	Experience in planning effort in international science and plant engineering, preferably nuclear projects.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Good command of MS Office, particularly in Excel; experience in using data bases would be an advantage.
Languages	English (Fluent)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)