

IO1273 Assistant Accountant FBM-109 & 124

General information

Job category	Standard
Status	Published
Department	ADM/Directorate for Finance, Budget & Management Systems
Division	DFI / Finance and Budget Division
Section	FBM/ FBD/ Accounting, Treasury & Systems Section

Job description

Main job	Business Administration - Accounting
Title of the position	Assistant Accountant FBM-109 & 124
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	Two positions to be filled in.
Main duties / Responsibilities	<p>To provide accounting and clerical support and manage daily accounts within the Accounting, Treasury & Systems Section.</p> <p>Ensures a smooth and accurate recovery process of VAT management with the Members States by preparing and submitting files to the National Administrations;</p> <p>Ensure the efficient reconciliation of the tax accounts, etc.;</p> <p>Supports the International Public Sector Accounting Standards (IPSAS) compliance of the Financial Statements;</p> <p>Records and monitors business travel transactions (invoices and credit notes, etc.);</p> <p>Assists in preparing files and answers related to Financial Audit Board requests and year-end closing;</p> <p>Advises and guides the suppliers on issues related to French VAT;</p> <p>Supports accounting with in-Kind Credit requests recording and in-Kind Credit Notifications to Members or Das</p> <p>Support the Property, Plant and Equipment financial management;</p> <p>Ensure the appropriate filing and archiving process as required by the rules;</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 Accounting, Treasury & Systems Section Leader;</p> <p>Interfaces with all ITER Organization Departments, Directorates, Division and Sections;</p> <p>Interfaces with suppliers;</p> <p>In response to requests from the Director-General and/or Director for Finance Budget & Management Systems, or proactively, informs the DG/ Director for Finance Budget & Management Systems 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>Contribute to the execution of the Accounting Section's duties and responsibilities;</p> <p>Achieve accurately and within the assigned schedule tasks relating to the accounting and treasury;</p> <p>Contribute to the accuracy, certification and discharge of the yearly Financial Statements of the ITER Organization;</p> <p>SAP Id: 50000040</p> <p>Project Construction Phase</p>

Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Accounting
Level of experience	At least 5 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	Ability to write reports and communicate effectively in English is an asset; Working knowledge of spoken and written French is preferable due to the regular contacts with the French Administrations (VAT).
Languages	English (Working)
Others	Bachelor Degree in accounting will be considered as an advantage; Professional experience in the accounting area; IPSAS training certification is required; Excellent command of SAP FI, AA or equivalent ERP system; Good command of SAP FM, MM or equivalent ERP system; Good command of the Microsoft Office package.