

## Job Title: Budget Officer IO0496

Req ID **1860** - Posted **20/08/2020** - (France, 13067 St Paul Lez Durance Cedex) - **Business Operations - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 04/10/2020

**Domain:** Corporate

**Department:** Finance & Procurement

**Division:** Finance & Budget Division

**Section:** Budget Management

**Job Family:** Organizational Support

**Job Role:** Functional Assistant - 3

**Job Grade:** G5

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

### **Purpose**

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As a Budget Officer, you will provide effective finance support to the wider organization for the assigned area/scope of work. From supporting the annual budget call to financial analysis and cost containment efforts, you will provide business and financial advice to all necessary stakeholders on such topics. You will work as part of a team in supporting procurement officers, responsible officers and project control managers to ensure the correct implementation and respect of financial rules and regulations;

### **Background**

*The Budget Management Section provides support and expertise in its area to contribute to the success of the ITER Project. The ITER project is currently concentrating on the Assembly and*

*Installation of the Tokamak. In this context, the Budget Officer will provide support for contract performance monitoring and related budgets.*

### **Major Duties/Roles & Responsibilities**

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- Responds to the annual budget call by supporting the development and updates of the annual and multi-year commitment and payment data for assigned units in accordance with the forecast schedule and Cost Baseline;
- Prepares monthly presentations and organizes meetings on budget execution, contract status, variances, and claims;
- Recommends and follows-up on the implementation of remedial actions needed to control cost, executes budgets, and supports schedule progress;
- Conducts financial analyses and prepares monthly variance reports and financial forecasts in support of internal and external stakeholders requirements;
- Proposes updates to annual or lifecycle budgets in response to changes in work scope or contracting strategies;
- Monitors the status of assigned contracts from planning, to requisition, tendering, execution, and close-out;
- Reviews and approves purchase requests for his/her scope to control costs within approved budget and baseline values;
- Prepares cost corrections as necessary to ensure the proper budget allocation and reporting;
- Provides advice to support strategies for cost containment, cost savings, and cost avoidance;
- Ensures compliance with financial policies and procedures within the assigned scope and advises assigned Department(s)/Office(s) on the best ways to execute work in accordance with applicable rules;
- Supports the Budget Change Control process to ensure traceability and reliability of Budget data; ensures adherence to procedures and management decisions, assigns reviews and approvers, oversees the overall quality of inputs, and supports upload of changes into the budgetary system;
- Maintains the budgetary structures used for categorization and roll up of budgetary data, including the Work Breakdown Structure, the Organizational Breakdown Structure, the Resource Breakdown Structure, charge codes, and budget items;
- Monitors the status of the Undistributed Budget account to ensure traceability of changes implemented;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- May be required to work outside ITER Organization reference working hours, including nights, week-ends and public holidays.

### **Measure of Effectiveness**

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- Ensures the efficient monitoring and accuracy of the budgets for the assigned scope in respect with financial rules and regulations;
- Maintains a positive working relationship with all stake and share-holders;
- Prepares high quality standards documents and reports that are customized to the audience and are in line with the relevant deadlines;
- Ensures the correct recording and tracking of budget changes;
- Makes appropriate proposals to improve efficiency and identify cost savings;

- Ensures smooth communication among all share- and stake-holders for the efficient planning and management of the annual and lifecycle budget(s).

## Experience & Profile

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- **Professional Experience:**
  - At least 5 years' experience as a Budget Officer or Financial Controller or within finance, budgeting, contract administration, or project management, ideally in an international environment and/or in a large construction project.
- **Education:**
  - Master's degree or equivalent in Finance, Business Administration, Economics, or Accounting;
  - A Project Management Professional (PMP) Certification is considered an advantage;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
- **Technical Competencies and Demonstrated Experience in:**
  - Project budgeting, cost estimation, cost control, scheduling, and earned value management;
  - Project management, including budget planning and budget controls;
  - Contract follow up in relation to budget monitoring;
  - Meticulously following financial rules and regulations and propagating their use with stakeholders;
  - Construction, scientific, or project management would be advantageous;
  - Writing technical financial documents in English;
  - Using SAP, Cobra, or similar financial tools in addition to excellent command of MS Office, particularly in Excel.
- **Behavioral Competencies:**
  - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
  - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
  - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
  - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand problems accurately before moving to proposals;
  - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

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### ***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance

processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;

- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.