

# IO1207 Controller Assistant FBM-108

## General information

Job category	Standard
Status	Published
Department	ADM/Directorate for Finance, Budget & Management Systems
Division	FBM / Finance, Budget & Management Systems Division
Section	FBM/ FBD/ Financial Control Sub-Section

## Job description

Main job	Business Administration - Finance
Title of the position	Controller Assistant FBM-108
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To verify the legality and regularity of financial transactions, in compliance with sound internal control measures.</p> <p>Ensures the quality, completeness, conformity and relevance of data provided for the execution of commitments and payments;</p> <p>Ensures compliance of the operations with financial regulations and internal procedures;</p> <p>Ensures compliance with legal requirements on contracts and various issues;</p> <p>Provides assistance, supports and monitors the financial management of projects and contracts related to the commitments and payments of the assigned directorates;</p> <p>Informs ITER staff on some specific functionalities of financial administrative IT systems such as SAP;</p> <p>Advises on financial and administrative practices in respect with ITER budgetary and financial rules;</p>
Main duties / Responsibilities	<p>Assists in the yearly budgetary execution;</p> <p>Provides advice and support on control rules to all IO financial actors;</p> <p>Identifies changes in processes to ensure that the financial controls are efficiently implemented;</p> <p>Maintains up to date finance manual regarding the performed actions;</p> <p>Proposes optimizing and enhancing the reporting process;</p> <p>Supports financial processes and workflows;</p> <p>Provides general administrative and clerical support;</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 Financial Control Sub-Section Leader;</p> <p>Interfaces with all ITER Organization Departments, Directorates, Division and Sections;</p> <p>In response to requests from the Director-General (DG) and/or Director for Finance Budget &amp; Management Systems (FBM), or proactively, informs the DG/ Director for FBM 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 effective execution of the budget;</p> <p>Contributes to the execution of the financial controls;</p> <p>Inputs finance manual data accurately within the assigned time frame.</p> <p>Project Construction Phase.</p>

## Applicant criteria

Level of study	Post-Secondary or equivalent
----------------	------------------------------

Diploma	Business Administration, Law, Finance, Accounting
Level of experience	At least 5 years
Technical experience	Experience in a Financial/Accounting and Administrative environment.
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, guidelines and procedures in English is essential; Good command of SAP FM, MM, FI or equivalent Enterprise Resource Planning.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)