

# IO1204 Fund Management Financial Assistant FBM-104

## 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	Fund Management Financial Assistant FBM-104
Job family	Experienced Functional Support - 2
Grade	G4
Direct employment	Required
Purpose	<p>To be primarily in charge of the management and follow up of the non-budgetary financial transactions (e.g. cash advances and recoveries);</p> <p>To prepare detailed analysis on existing and new financial circulars and manual to be implemented;</p> <p>To produce and analyze reports/statistics on the activities performed by the verification team.</p> <p>Provides regulatory advice in the preparation and update ITER Organization (IO) financial manual and circulars;</p> <p>Provides assistance in the preparation of the budgetary execution to be included in the Annual Accounts;</p> <p>Ensures compliance with requirements of commitments and all potential related costs;</p> <p>Produces regular reports and breakdowns on the execution of projects;</p> <p>Builds and analyses reports on the financial activities performed by the verification team as well as by the Directorates;</p> <p>Develops financial analyses and studies on existing and new agreements to be signed between the IO, its Members or suppliers;</p> <p>Assists the Responsible and Authorizing Officers to familiarize with all financial Information Systems;</p> <p>Maintains up to date financial processes and workflows;</p> <p>Provides advice, support and training to all financial actors;</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>
Main duties / Responsibilities	
Measures of effectiveness	<p>Reports to the Financial Control Sub-Section Leader;</p> <p>Interfaces with all other Directorates, Offices and Divisions in the ITER Organization;</p> <p>Interfaces with suppliers;</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 the accuracy of financial data of the ITER Organization;</p> <p>Products detailed reports and analysis within the assigned timeframe.</p> <p>- Project construction phase.</p>

## Applicant criteria

Level of study	Bachelor or higher degree
Level of experience	At least 5 years

Technical experience	Experience in Finance in a similar environment; Significant experience in financial analysis and verification; Experience in solving legal issues would be an asset.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Free criteria	Proficiency of SAP or similar Enterprise Resource Planning in an advantage