

TITLE: Head of Finance and Budget Division		ADM-003
REPORTS TO LINE MANAGER: DDG for Administration Department		
DIRECTLY EMPLOYMENT: Required		GRADE RANGE: P6-D1
DATE WRITTEN: July 2007	DATE REVISED:	DATE REVISED:

Purpose:

Responsible for the finance and the budget of the ITER Organization.

Major Duties/Responsibilities:

- Manage the budget of the ITER Organization.
- Manage the financial planning and operation of the ITER Organization.
- Manage financial systems, particularly those relating to internal controls and delegation of authority.
- Monitor on a regular basis the expenditure in relation with the budget.
- Supervise financial management and accounting.
- Review and implement financial regulations of the ITER Organization.
- Review and prepare regular financial reports.
- Supervise the preparation of the annual accounts and the balance sheet (IFRS rules).
- Provide relevant information to internal/external audits.
- Lead the finances in the ITER Organization, lead the budget in the ITER Organization.
- Maintain a strong commitment to the implementation and perpetuation of ITER Organization values and ethics.

Qualifications Required:

- University degree (Master's degree or higher) in Finance and Accounting or in Business Administration, or qualified accountant.
- Proven experience in a Financial Department (15-20 years) with good expertise in managing EPR system such as SAP or Oracle.
- Ability to work in a multi-cultural environment.

Work Direction and Interfaces:

- Report to the Head of Administration Department.
- Interfaces with all other Divisions within the Administration Department and all other Departments and Divisions of the Organization.

Authority/Approval Levels:

Has authority and approval level as defined by the management for his/her scope of work.

Measures of Effectiveness:

- Successfully manages with a high degree of accuracy the finance and budget of the Organization.
- Successfully manages to the execution of the responsibilities of the Finance and Budget Division.