

## Accounting & Financial Information Manager

ADM-004

<b>Reports to Line Manager:</b>	Head of the Finance & Budget Division, Administration Department	<b>Job Code:</b>	ADM-004
<b>Direct Employment:</b>	Not Required	<b>Grade:</b>	P3

### Purpose

To coordinate, maintain and propose new developments in the accounting processes (budget, general ledger and treasury), ensure clear reporting, and provide support for the validation of automation systems (linked to the SAP accounting system).

### Major Duties/Responsibilities

china

eu

india

japan

korea

ruusia

usa

- Ensures the Business (financial) Process Management, including coordinating with other applications and DIAMS (SAP/COGNOS/PRIMAVERA/COBRA) project Responsible Officers;
- Develops and updates specific ad-hoc reporting;
- Updates the General Ledger software used (SAP);
- Provides support to select and update banking software (through SEPA);
- Analyzes the interaction between the accounting systems and other financial tools managed by other Directorates;
- Assists in the daily accounting work (from daily management to yearly financial statements);
- Supports (financial) Risk management;
- Gives input to any other used or useable accounting tools;
- Provides backup for other tasks handled by the Finance and Budget Team;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

### Qualifications and Experience

- **Education:**
  - Degree at least equivalent to 4-6 years of study after the High School Diploma (ex. Masters), in the Business Administration, Accounting, IT management or other relevant discipline;
  - Certification in accounting.

- **Technical Experience:**
  - At least 10 years' professional experience in Business Administration, Accounting, and/or IT management;
  - Basic understanding of public budget management;
  - Experience with corporate reporting platforms;
  - Proven experience in an international organization will be a plus.
- **Project experience:**
  - Strong experience in Business project management.
- **Social skills:**
  - Demonstrated ability to produce high quality results;
  - Strong interpersonal and communication skills needed to work effectively in an multinational interdisciplinary project team and work environment;
  - Excellent organizing skills and co-ordination skills with the ability to set priorities and meet deadlines;
  - High level of reliability and dependability;
  - A good sense of respect for co-operation;
  - Ability to work in a team and to promote team work.
  - Ability to handle responsibility and ensure coherence, reliability and stability in financial systems;
  - Ability to work towards predefined goals with a high level of autonomy.
- **Language requirements:**
  - Fluent in English (written and spoken).
  - Some knowledge of French would be an advantage.
- **Computer and IT skills:**
  - Good knowledge of MS Office (including MS-Excel macro);
  - Experience with relational databases and SQL language.

## Direct Supervisor and Interfaces

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- Reports to Head of Finance and Budget Division, under the direct supervision of the Senior Accountant;
- Interfaces with all other Department and Divisions.

## Authority / Approval Levels

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This position has authority and approval levels as defined by the Deputy Director General for the Administration Department.

## Measures of Effectiveness

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- Provides efficient and high quality service for the Finance and Budget Division;
- Establishes collaborative work relationships with all members of the Finance and Budget Division Team.