

TITLE: Accountant		ADM005
Administration Department /Finance, Contracts and Support		
REPORTS TO LINE MANAGER: Head of Finance and budget Section		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3 – P4
DATE WRITTEN: October 2006	DATE REVISED:	DATE REVISED:

Purpose:

Responsible for the accounts of the ITER Organisation within the Finance Division

Major Duties/Responsibilities:

- manage the financial operations of the Organisation
- check that all expenditure are in accordance with the financial regulations of the organisation
- analyse the accounts
- review, prepare regular financial reports
- take initiatives to improve accounting processes and approaches
- Provide relevant information to internal/external audits
- Ensure the accuracy and completion of accounting
- prepare for all payments

Qualifications Required:

- University degree (Master's degree) in Business Administration, finance or accounting.
- A proven experience in a Financial Department (5 to 10 years) with good expertise in managing EPR system like SAP or Oracle.

Work Direction and Interfaces:

- Report to the Head of Finance and budget Section.
- Interfaces with all other sections within the Finance Division and all other Department and Divisions of the Organisation..

Authority/Approval Levels:

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

Measures of Effectiveness:

- Successfully contributes to the accuracy of the accounts of the Organisation
- Successfully contributes to the execution of the responsibilities of the Finance and Budget Section