

<b>TITLE: Controller</b> <b>Administration / Finance and Budget</b>		ADM006
<b>REPORTS TO LINE MANAGER:</b> Head of Finance and budget Section		
<b>DIRECT EMPLOYMENT: NOT REQUIRED</b>		<b>GRADE RANGE: P3 – P4</b>
<b>DATE WRITTEN:</b> October 2006	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

Responsible for the preparation of the budgets of the ITER Organisation within the Finance and budget Section

**Major Duties/Responsibilities:**

- Prepare the detailed budget of the Organisation
- Participate in the elaboration of the financial part of the multi-annual plan of the Organisation
- Develop methodologies for the review and monitoring of financial management systems, particularly those relating to internal controls and delegation of authority
- Monitor on a regular basis the expenditure in relation with the annual budget
- Take initiative to improve the monitoring of financial management
- Review and prepare regular reports

**Qualifications Required:**

- University degree (Master's degree) in Business Administration, finance, accounting.
- Experience in a Financial Department of 5 to 10 years is desirable
- Ability to work in a multi-cultural environment

**Work Direction and Interfaces:**

Report to the Head of Finance and budget Section. Interfaces with all other Department and Divisions, most particularly with the Project Office.

**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 good execution of the budget
- Successfully contributes to the execution of the duties and responsibilities of the Finance and Budget Section