

TITLE: Administrative Assistant to the Finance Section		ADM-017
REPORTS TO LINE MANAGER: Head of Finance Section; Administration Department		
GRADE RANGE: G2-G3		
DATE WRITTEN: FEBRUARY, 2007	DATE REVISED: JULY 2007	DATE REVISED:

Purposes:

- To provide accounting and clerical support to the ITER Finance Division Head.

Major Duties/Responsibilities:

- Assist the Finance Section Head with all accountings matters related to ITER Organization,
- Prepare general accountings and clerical support to the ITER Organization accounting
- Prepare administrative support for missions
- Contribute to the preparation of documents as required within the section
- Follow-up of all expenses
- Follow-up of all orders for all providers
- Prepare, check, record and pay all invoices
- Travel agency requests and travel logistics validation as well as payments related to missions
- Reimbursement requests and follow-up.

Qualifications and Experience:

- Diploma or certificates in Secretary / Administration Assistance or equivalent experience
- A minimum of 3 years experience in a similar position in a large multi-disciplinary project performed in an international environment.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.
- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines.
- High level of reliability, discretion, and confidentiality in handling section documents
- Previous experience in research area and/ or engineering projects would be an advantage.
- Excellent active and passive knowledge of written and spoken English.

Work Direction and Interfaces:

- Report to the Head of Finance section.

- Interact on a daily basis with members of the ITER Administration Department.

Authority/Approval Levels:

- Head of the finance section has authority and approval levels for his/her scope of work.

Measures of Effectiveness:

- Provide efficient and high quality service to the ITER Finance section.
- Establish a good collaboration attitude with all members of the administrative department.