

TITLE: <b>SENIOR ACCOUNTANT</b>		<b>ADM-023</b>
REPORTS TO LINE MANAGER: <b>HEAD OF FINANCE AND BUDGET SECTION</b>		
DIRECT EMPLOYMENT: <b>NOT REQUIRED</b>		GRADE RANGE: <b>P4-P5</b>
DATE WRITTEN: <b>MARCH 2007</b>	DATE REVISED:	DATE REVISED:

**Purpose:**

The senior accountant shall provide accounting and financial support to ensure adequate internal controls and efficiency with procedures by utilizing the applications of accounting.

**Major Duties/Responsibilities:**

- Management of the day-to-day treasury and financial activities of miscellaneous private equity and real estate companies or funds.
- Preparation of management, financial accounts.
- Preparation of sub-consolidation within companies' structures.
- Preparation of quarterly and annual reports.
- Ensure adherence to all established procedures and internal audit controls.
- Develop and implement new procedures and enhancements.
- Reconcile assigned accounts.
- Communicate with departments regarding procedures, accounts status, and reports.
- Ability to work in a multi-cultural environment.
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.

**Qualifications Required:**

- Bachelor degree in accounting or related field.

- Proven experience in an accounting department (5 years), in Business Administration, finance or accounting, with good expertise in managing ERP system, such as SAP or Oracle.
- Fluency in oral and written English is essential; knowledge of French language is an advantage.

**Work Direction and Interfaces:**

- Report to the Head of Finance and Budget Section.
- Management and supervision of accountants.
- Interface with all other sections within the Finance Division and all other Department and Divisions of the ITER Organization.

**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 ITER Organization.
- Successfully contributes to the execution of the responsibilities of the Finance and Budget Section