

<b>TITLE: Financial Administrator</b>		<b>ADM-025</b>
<b>REPORTS TO LINE MANAGER:</b> Head of Finance and Budget Section Department of Administration		
<b>DIRECT EMPLOYMENT:</b> NOT REQUIRED		<b>GRADE RANGE:</b> P3-P4
<b>DATE WRITTEN:</b> January 2008	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

- Works in collaboration with the controller and all departments to improve and provide new financial and budgetary tools for the complete and correct implementation of the Project.

**Major Duties/Responsibilities:**

- To collaborate in the preparation of monthly analysis and financial data;
- To participate in the preparation of the quarterly and annual financial reports;
- To propose and draw up a new reporting system using the budgetary/controlling software under the guidance of the Head of Finance;
- To implement a controlling process to ensure the quality and the security of the financial information in the budget;
- To ensure the training of users on the budgetary application of the budgetary/controlling software;
- To develop and implement new models using the budgetary/controlling software according to management needs.

**Qualifications and Experience:**

- Master's degree in Business Administration, Finance, Accounting;
- 4 to 5 years experience in a Financial Department;
- Good knowledge of budgetary software;
- Good communication skills in written and spoken English;
- Ability to work in a multi-cultural environment.

**Work management structure and Interfaces:**

- Reports to the Head of the Finance and Budget section;
- Interfaces with all other departments, offices and divisions in 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 financial data of the ITER Organization;
- Successfully contributes to the improvement of existing financial indicators and the implementation of new financial indicators for follow-up by Senior Management.