

<b>TITLE:</b> Assistant Controller		ADM-041
<b>REPORTS TO LINE MANAGER:</b> Head of Finance and Budget Division, Department of Administration		
<b>DIRECT EMPLOYMENT:</b> Required		<b>GRADE RANGE:</b> G3-G4
<b>DATE WRITTEN:</b> April 2008	<b>DATE REVISED:</b> May 2008	<b>DATE REVISED:</b>

**Purpose:**

Supports the controller with the verification of the legality and regularity of financial transactions, in compliance with sound internal control measures.

**Major Duties/Responsibilities:**

- Acts as Verifying Agent ensuring the quality, completeness, conformity and relevance of data provided for the execution of financial transactions;
- Verifies compliance of the operations with financial regulations and internal procedures;
- Provides advice on financial and administrative practices in line with ITER budgetary and financial rules;
- Provides advice, support and training to all financial actors;
- Reports and monitors on commitments, expenditure and recoveries;
- Produces periodical reconciliations between the reports and the financial administration;
- Optimizes and enhances the reporting process and financial analysis;
- Supports financial processes and workflows;
- Provides general administrative and clerical support;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

**Qualifications Required:**

- Bachelor's degree in Business Administration, finance, accounting;
- At least 5 years professional experience (following the award of the diploma) in a Financial/accounting and administrative environment;
- Ability to work in a multi-cultural environment;
- Good communication skills in written and spoken English;
- Background experience with financial systems.

**Work Direction and Interfaces:**

- Reports to the Controller;
- Interfaces with all other departments and divisions.

**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 Division.