

TITLE: Administrative Assistant for the Finance Division		ADM-042
REPORTS TO LINE MANAGER: Head of Finance and Budget Division, Department of Administration		
DIRECT EMPLOYMENT: Required		GRADE RANGE: G3-G4
DATE WRITTEN: MAY, 2008	DATE REVISED:	DATE REVISED:

Purpose:

To provide administrative and clerical support to the Head of the Finance and Budget Division.

Major Duties/Responsibilities:

To provide professional administrative support to the Head of the Division:

- Coordinates Finance and Budget reports;
- Coordinates Finance and Budget papers;
- Manages meeting: bookings including the preparation of papers;
- Manages Head of Division's emails and diary;
- Coordinates document management i.e. filing and archiving;
- Supports the Division's QA procedures and processes;
- Coordinates the information published on Contracts and Procurement external ITER web site;
- Provides assistance to the senior finance administrators, as required;
- Provides secretarial tasks such as:
 - Leave chart up-dating,
 - Coordination of site access passes for external visitors,
 - Organization of missions,
 - Organization of training,
 - Printing, scanning...
- Maintains a strong commitment to the implementation and perpetuation of ITER safety Program, values and ethics.

Qualifications/Experience Required:

- Ideally a Bachelor's Degree, Diploma or equivalent;
- Proven experience of providing administrative support in Finance preferred (5 years);
- Excellent interpersonal skills for dealing with a wide range of internal and external stakeholders along with good organisational and IT skills;
- A proactive approach and experience of working in a team environment as an effective team player;
- Ability to work in a multi-cultural environment;
- Good communication skills in written and spoken English.

Work Direction and Interfaces:

- Report to the Head of Division Finance and Budget;
- Interfaces with the Administration Department's Assistant and other Departments and Divisions within the 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 execution of the duties and responsibilities of the Finance and Budget Division;
- Establishes a good collaboration attitude with all the members of the Department for Administration.