

<b>TITLE:</b> Administrative Assistant for the Finance Division		ADM-042
<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> MAY, 2008	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**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.