

TITLE: Assistant Accountant		ADM-046
REPORTS TO LINE MANAGER: Head of Finance and Budget Division; Department for Administration		
DIRECT EMPLOYMENT: REQUIRED		GRADE RANGE: G3-G4
DATE WRITTEN: May, 2008	DATE REVISED: July, 2008	DATE REVISED:

Purposes:

- To provide accounting support to the ITER Finance Accounting team.

Major Duties/Responsibilities:

- Prepares and implements financial accounting issues such as payables, general entries and bank reconciliations;
- Advises and assists in the drafting of accounting procedures and manuals;
- Contributes to the preparation of internal and external notes;
- Ensures the accuracy, efficiency and completeness of the Accounts;
- Maintains a strong commitment to the implementation and perpetuation of the ITER safety program, values and ethics.

Qualifications and Experience:

- **Education:** University Degree in Business Administration, Finance or Accounting.
- **Experience:**
 - A minimum of 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment;
 - Proven experience in a Financial Department (5 to 10 years) with expertise in managing ERP systems, such as SAP or Oracle.
- Demonstrated ability to produce high quality results;
- Strong interpersonal skills to work effectively in an international environment;
- Excellent organization and co-ordination skills with the ability to set priorities and meet deadlines;
- High level of reliability, discretion and confidentiality in handling financial documents;
- Previous experience in research area and / or engineering projects would be an advantage;
- **Language requirements:** Very high level of written and spoken English.
- Working knowledge of French would be an advantage.

Work Direction and Interfaces:

- Reports to the Head of Finance and Budget Division.

Authority/Approval Levels:

- Head of the Finance and Budget Division has authority and approval levels for his/her scope of work.

Measures of Effectiveness:

- Successfully provides efficient and high quality service to the ITER Finance Accounting team.
- Successfully establishes a good collaborative relationship with all members of the Department for Administration.