

Assistant Controller

ADM-052

Reports to Line Manager:	Finance and Budget Division Head, Administration Department	Job Code:	ADM-052
Direct Employment:	Required	Grade:	G3

Purpose

To support the controller to verify the legality and regularity of financial transactions, in compliance with sound internal control measures.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Acts as the Verifying Agent to ensure the quality, completeness, conformity and relevance of data provided for the execution of financial transactions;
- Verifies that the operations are compliant with financial regulations and internal procedures;
- Advises on financial and administrative practices in line with ITER's budgetary and financial rules;
- Provides advice, support and training to all financial actors;
- Reports and monitors on commitments, expenditures 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 the ITER Safety Program, values and ethics.

Qualifications and Experience

- **Education:**
 - Degree at least equivalent to 3 years of full-time studies after the High School Diploma (e.g. Bachelor's degree), in Business Administration, Finance, Accounting or other related discipline.
- **Technical experience:**
 - At least 5 years' professional experience (following the award of the diploma) in a financial/accounting and administrative environment;
 - Background experience with accounting / financial / systems / software would be an advantage.

- ***Social Skills:***
 - Ability to work effectively in a multi-cultural environment;
 - Ability to work in a team and to promote team work.
- ***Language requirements:***
 - Fluent in English (written and spoken).
- ***Computer and IT skills:***
 - Computer literacy and familiarity with the most wide-spread electronic office equipment (word processing, spreadsheets, e-mail, internet, etc.).

Direct Supervisor and Interfaces

- Reports to the Finance and Budget Division Head.
- Interfaces with all other Department and Divisions.

Authority / Approval Levels

This position has authority and approval level as defined by the Finance and Budget Division Head for his/her scope of work.

Measures of Effectiveness

- Successfully contributes to effective execution of the budget;
- Successfully contributes to the execution of the Control and Budget Management Section's duties and responsibilities.