

## Assistant Accountant

ADM-053

<b>Reports to Line Manager:</b>	Finance and Budget Division Head, Administration Department	<b>Job Code:</b>	ADM-053
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G2

### Purpose

To provide accounting and clerical support to the Finance Accounting team.

### Major Duties/Responsibilities

- Registers supplier invoices in the accounting system;
- Prepares and follows-up on the accounting entries;
- Provides general administrative and clerical support to the team;
- 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 2 years of study after the High School Diploma (e.g. Bachelor's Degree), in Business Administration, Finance, Accounting or other related discipline.
- **Technical experience:**
  - At least 3 years' professional experience (following the award of the diploma) in a Financial/accounting and administrative environment;
  - Background experience with financial and/or accounting systems 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**

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- Report to the Finance and Budget Division Head.
- Interfaces with all other Departments, Divisions and Sections.

### **Authority / Approval Levels**

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

### **Measures of Effectiveness**

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- Successfully contributes to the effective execution of the payments;
- Successfully contributes to the execution of the Accounting Section's duties and responsibilities.