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## JOB DETAIL

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Ref. IO1123 - 3/7/2011

**Head of Finance and Budget Division ADM-003**

<b>Main job</b>	Finance
<b>Department</b>	ADM/Department for Administration
<b>Division</b>	ADM / Finance and Budget Division
<b>Job Family</b>	Organizational support
<b>Application Deadline</b>	03/Apr/2011
<b>Grade</b>	D1
<b>Direct employment</b>	Required
<b>Purpose</b>	To support the Director of the Directorate for Finance, Budget and Control in all administrative matters related to Finance and Budget to achieve the ITER Project's goal.
<b>Main duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supports the Director of the Directorate in all matters related to Finance and Budget in close collaboration with the other ITER Departments and Directorates, as well as the Director of the Administration Department;</li> <li>• Supervises the Finance and Budget activities;</li> <li>• Provides assurance that the financial and budgets are accurate and satisfy financial regulations;</li> <li>• Ensures smooth and efficient relations management within the Division and with other Divisions, Directorates and Departments.</li> <li>• Provides effective leadership for the Division for Finance and Budget by ensuring team members are motivated and constantly developing their skills and experience through close staff collaboration;</li> <li>• Develops with his/her team relevant processes and tools in support to other IO Departments and Directorates regarding financial and budget matters;</li> <li>• Ensures the finance and budget needs for IT support are defined and communicated to the IT group, especially in the area of SAP support;</li> <li>• Supports the testing of results from SAP in the area of finance and budget to ensure that they withstand audit scrutiny;</li> <li>• Undertakes regular and special studies, particularly in collaboration with the Internal Auditor, to evaluate and improve the effectiveness of financial policies and processes;</li> <li>• Ensures and communicates information, statistics and reports concerning the Division's activities;</li> <li>• Oversees the preparation of documents related to the IO's Finance and Budget for ITER Council meetings as well as Management Advisory Committee meetings;</li> <li>• Facilitates the activities of the Financial Audit Board to undertake audits and reports to the ITER Council;</li> <li>• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li> </ul>
<b>Measures of effectiveness</b>	<ul style="list-style-type: none"> <li>• Successfully manages the finance and budget of the Organization with a high degree of accuracy;</li> <li>• Successfully executes the responsibilities of the Finance and Budget Division.</li> </ul>
<b>Level of study</b>	Master or higher degree
<b>Diploma</b>	Finance or business administration
<b>Level of experience</b>	At least 10 years
<b>Technical experience</b>	<ul style="list-style-type: none"> <li>- At least 10 years of outstanding expertise in the administration of an international organization or major industrial firm;</li> <li>- A minimum of 10 years in a managerial position, preferably in a scientific environment;</li> <li>- Basic Project Management experience is required.</li> </ul>
<b>People management experience</b>	At least 10 years
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit

- Collaborative
- Specific skills**
- Certification as a certified public accountant would be desirable but not required;
  - Good expertise in using Enterprise Resource Planning (ERP) systems such as SAP or Oracle;
  - Strong sense of service;
  - Good communication skills in English both orally and in writing.
- Languages** English (Working)

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