

IO1292 FBM-103 Financial Analyst Assistant

General information

Job category	Standard
Confidential	No
Status	Confirmed
Department	ADM/Directorate for Finance, Budget & Management Systems
Division	FBM / Finance, Budget & Management Systems Division
Section	FBM/ FBD/ Budget Management Section

Job description

Main job	Business Administration - Finance
Title of the position	FBM-103 Financial Analyst Assistant
Job family	Experienced Functional Support - 3
Duration of the contract	5 years
Contractual hours	Full time
Grade	G5
Direct employment	Required
Supervised by:	Section Leader
Purpose	<p>To monitor the monthly budget cycles, including monthly accruals, forecasts, and internal financial reporting.</p> <p>To implement project changes into the annual or lifecycle budget and cost baseline and maintain records of all allocations from project reserves.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- Monitors the monthly financial accruals, financial forecasts, and commitment and payment actuals in order to ensure accurate and reliable data for monthly reporting;- Develops monthly financial reports in collaboration with the Project Information System Section and ensures their delivery and distribution throughout the organization to cultivate oversight and accountability over project budgets;- Supports the development and refinement of the budget and cost baseline through the Annual Budget Call or other planning cycles; incorporating changes into the IO budget and cost management system;- In collaboration with scheduling, develops and maintains the list of approved SAP charge codes;- Implements project change requests into the budget and cost baseline in an accurate and timely manner to allow for full traceability of project cost data;- Assists in maintaining alignment between budgets and the Detailed Work Schedule or Strategic Management Plan;- Supports and liaises with Directorate Budget Officers (DBOs) on budget and cost baseline matters to facilitate proper delivery of budget services throughout the organization;- Performs ad hoc financial analysis as needed;- Prepares and updates financial circulars and specifications;- Assists in maintaining data structures and commitment, payment, or earned value data;- Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;- Performs other duties linked to the above purpose upon management request, as necessary;- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none">- Under the supervision of the Budget Management Section Leader; reports to the Head of the Finance and Budget Division;- Interfaces with all Division Heads and Section Leaders in the Administration Department;- In response to requests from the Director-General and/or Finance Budget and Management Systems Director, or proactively, informs the DG/ Finance Budget and Management Systems Director of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.

- Contribute to the accuracy of the in-cash financial data of the ITER Organization;
- Production of financial documents and reports within the assigned frame time;
- Contribute to the monitoring of the monthly budget cycles.

Project Construction Phase

Applicant criteria

Level of study	Bachelor or higher degree
Diploma	Business Administration, Finance, or Accounting
Level of experience	At least 5 years
Technical experience	- Experience in an international Financial and Administrative environment.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	- Excellent knowledge of earned value software; - Good knowledge of SAP FM, MM, FI or equivalent ERP.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	First experience in Project Management, including earned value management, cost estimating, and project controls; Master's degree in Business Administration will be considered as an advantage; Project Management Professional credential will be considered as an advantage.

Origin of the job

Entity	ITER ORGANIZATION
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HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	Severine Cuvelier
Followed by	Mélanie Picarel
Alert recipient(s)	Severine Cuvelier
Publication default start date	2/6/2013
Publication default end date	3/8/2013
Automatic update	No