

IO1272 Budget Assistant FBM-106

General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for Finance, Budget & Management Systems
Division	FBM / Finance, Budget & Management Systems Division
Section	FBM/ FBD/ Budget Management Sub-Section

Job description

Main job	Business Administration - Finance
Title of the position	Budget Assistant FBM-106
Job family	Experienced Functional Support - 2
Grade	G4
Direct employment	Required
Purpose	<p>To manage relations between Finance and Budget Division and other Directorates and Divisions from the Administration Department (ADM) as the primary point of contact on budget and cost matters;</p> <p>To prepare budgets in response to the annual budget call, managing and reporting on the Division and Directorate budgets, coordinating with other Divisions and entities of the ADM, and supporting the project Earned Value Management system through accrual preparation, forecasting, reporting and ensuring that purchase requisitions and orders are appropriately processed in a timely manner.</p>
Main duties / Responsibilities	<p>Responds to the annual budget call by preparing and submitting data for the Annual Work Plan (AWP), in line with the lifecycle budget, including updated commitments and payments data;</p> <p>Prepares monthly financial status reports and brief directorate management on budgetary execution. Identify cost variances and recommend solutions to problems that occur;</p> <p>Prepares cost variance and corrective action reports;</p> <p>Prepares and submits monthly accruals and forecasts;</p> <p>Prepares and submits budget and/or project change requests to reflect changes in scope or schedule or to request additional budget;</p> <p>Reviews and approves purchase requests for his/her scope to ensure adherence to annual or lifecycle budgets and to ensure proper costing of expenditures to the Work Breakdown Structure, Organization Breakdown Structure, and budgetary structure as well as adherence to the procedures governing the processing of both purchase requisitions and orders in a timely manner;</p> <p>Monitors the status of purchase requests and contracts from inception to close-out;</p> <p>Monitors that purchase orders are placed and commitments properly booked;</p> <p>Ensures that work is performed only during the contract durations and work with the Procurements and Contracts Division to amend or issue contracts as needed;</p> <p>Prepares and submits cost corrections to ensure correct cost allocation in the ERP system;</p> <p>Implements financial policies and procedures within the assigned directorate;</p> <p>Advises technical staff on budgetary and cost matters for the defined scope;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the Budget Management Sub-Section Leader;</p> <p>Interfaces with all Division Heads and Section Leaders in the Administration Department;</p> <p>In response to requests from the Director-General and/or Director for Finance Budget & Management Systems, or proactively, informs the DG/ Director for Finance Budget & Management Systems 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.</p> <p>Contribute to the accuracy of the budgets of assigned directorates;</p> <p>Contribute to the monitoring and management of the budgets of assigned directorates.</p>

Applicant criteria

Level of study	Bachelor or higher degree
Diploma	Business ADM or Accounting field
Level of experience	At least 5 years
Technical experience	Experience in a Financial and Administrative environment; First exposure or training in Project Management, including earned value management, cost estimating, and project controls. Project Management Professional credential is preferred, but not required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
Languages	English (Working)
Others	Master's Degree in Finance will be considered as an advantage; Good knowledge of earned value software; Good command of SAP FM, MM, FI or equivalent ERP; Good command of the Microsoft Office package.