

IO1205 Controller Assistant FBM-107

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/ Financial Control Sub-Section

Job description

Main job	Business Administration - Finance
Title of the position	Controller Assistant FBM-107
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	<p>To verify the legality and regularity of financial transactions, in compliance with sound internal control measures.</p> <p>Ensures the quality, completeness, conformity and relevance of data provided for the execution of commitments and payments;</p> <p>Ensures compliance of the operations with financial regulations and internal procedures;</p> <p>Ensures compliance with legal requirements on contracts and various issues;</p> <p>Provides assistance, supports and monitors the financial management of projects and contracts related to the commitments and payments of the assigned directorates;</p> <p>Informs ITER staff on some specific functionalities of financial administrative IT systems such as SAP;</p> <p>Advises on financial and administrative practices in respect with ITER budgetary and financial rules;</p> <p>Assists in the yearly budgetary execution;</p> <p>Provides advice and support on control rules to all IO financial actors;</p> <p>Identifies changes in processes to ensure that the financial controls are efficiently implemented;</p> <p>Maintains up to date finance manual regarding the performed actions;</p> <p>Proposes optimizing and enhancing the reporting process;</p> <p>Supports financial processes and workflows;</p> <p>Provides general administrative and clerical support;</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>
Main duties / Responsibilities	<p>Reports to the Financial Control Sub-Section Leader;</p> <p>Interfaces with all ITER Organization Departments, Directorates, Division and Sections;</p> <p>In response to requests from the Director-General (DG) and/or Director for Finance Budget & Management Systems (FBM), or proactively, informs the DG/ Director for FBM 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>
Measures of effectiveness	<p>Contributes to effective execution of the budget;</p> <p>Contributes to the execution of the financial controls;</p> <p>Inputs finance manual data accurately within the assigned time frame.</p> <p>Project contruction phase.</p>

Applicant criteria

Level of study	Post-Secondary or equivalent
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Diploma	A specialized Diploma in Law would be an asset.
Level of experience	At least 5 years
Technical experience	Experience in a Financial/Accounting 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	Ability to write reports, guidelines and procedure in English is essential.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Free criteria	Good command of SAP FM, MM, FI or equivalent Enterprise Resource Planning.