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JOB DETAIL

Ref. IO1522 - 11/14/2014

Financial Analyst Officer FBM-102

Main job	Finance
Department	ADM/Directorate for Finance, Budget & Management Systems
Division	FBM / Finance and Budget Division
Section	FBM/ FBD/ Budget Management Section
Job Family	Functional Officer - 1
Application Deadline	12/07/2014
Grade	G6
Direct employment	Required
Purpose	To be primarily responsible for the management of the short-term in-kind and income budgets. To develop reports, namely the budget status report for the MAC and ITER Council, the quarterly financial report, and earned value reports for the IO. To issue analyses and develop reports for specific projects.

Main duties / Responsibilities	<p>Supports the In-kind Budget Development for Task Agreements and Seconded Staff & manages the in-kind budget execution, including coordination internally as well as with the Domestic Agencies as necessary;</p> <p>Manages the Income Budget Execution, including monthly updates & cash-flow forecasts;</p> <p>Prepares the ITER Quarterly Financial Report, the ITER Unit of Account (IUA) Conversion Rate Paper & the semi-annual ITER Budget Status Report for the ITER Management Advisory Committee & Council;</p> <p>Supports specific projects (e.g. U.S. Tokamak Cooling Water System), including budget preparation, budget tracking & cost control & earned value reporting;</p> <p>Assists in the preparation of monthly earned value reports, including preparing variance analysis & proposing corrective action planning;</p> <p>Serves as a back-up to the Directorate Budget Officers, as needed;</p> <p>Perform ad-hoc Financial Analysis as required;</p> <p>Maintains the annual ITER Organization (IO) budgets in the IO Enterprise Resource Planning tool (SAP) consistent with the multi-year budget planning in Cobra;</p> <p>Prepares and/or updates IO financial circulars;</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 & perpetuation of the ITER Safety Program, values & ethics.</p>
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Reports to the Budget Management Section Leader ;
Acts as an interface with other Directorates, Offices & Divisions in the ITER Organization;
In response to requests from the Director-General and/or Director of Finance, Budget & Management Systems Directorate or proactively, informs the DG/ Director of FBM Directorate of any important & urgent issues that cannot be handled by the concerned line management & may jeopardize the achievement of the Project's objectives.

Measures of effectiveness	<p>Contributes effectively to the accuracy of the in-kind financial data of the ITER Organization within the defined schedule;</p> <p>Provides in-depth analyses and accurate reports within the defined schedule;</p> <p>Contributes effectively to the production of internal and external tasks and meetings.</p>
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Project Construction Phase
ID SAP: 50001851

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Level of study	Master or equivalent degree
Diploma	Business Admin. , Finance, Accounting or other
Level of experience	At least 5 years
Technical experience	At least 5 years of experience in finance, budget, or project controls fields, being responsible and autonomous in performed duties; Technical writing experience, including preparation of written financial or earned value reports; Basic experience in Project Management, including cost estimating, earned value, and risk management; Project Management Professional credential is considered as a plus.
Project experience	At least 3 years
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit Ability to organize and monitor activities Ability to communicate effectively
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Good knowledge of Earned Value Software like Cobra or similar; Good command of the Microsoft Office package; Good understanding of accounting tools like SAP or similar tool.
Languages	English (Working)

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