

IO1392 Budget Officer (PSE) FBM-133

General information

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

Job description

Main job	Business Administration - Accounting
Title of the position	Budget Officer (PSE) FBM-133
Job family	Functional Assistant - 3
Grade	G5
Direct employment	Required
Purpose	<p>The Budget Officer (DBO) serves as the primary point of contact on budget and cost matters for his or her assigned Directorate. This includes working with Division Heads and Responsible Officers to prepare budgets in response to the annual budget call, managing and reporting on the division and directorate budgets, coordinating with the Procurement and Contracts and Human Resources Divisions to track and manage contracts from inception to close-out, and supporting the project Earned Value Management system through accrual preparation, forecasting, and reporting.</p> <p>Responds to the annual budget call by preparing and submitting 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>
Main duties / Responsibilities	<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 Breakdown Structure Schedule or 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 Section Leader;</p> <p>Provides Support to the assigned Directorate Heads;</p> <p>Interacts and coordinates with other Directorate Budget Officers, Offices and Divisions in the ITER Organization;</p> <p>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.</p>
	Project Construction Phase

Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Business Administration, Finance, Accounting
Level of experience	At least 7 years
Technical experience	At least 7 years' experience in developing and tracking schedules, cost estimating and reporting equivalent;
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit
General skills	Experience in Project Management, including earned value management, cost estimating, and project controls. Project Management Professional credential preferred.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Good knowledge of earned value software; Good command of the Microsoft Office package.