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JOB DETAIL

Ref. IO1719 - 6/6/2016

Accounting & Financial Officer FPD-011

Main job	Accounting
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Accounting, Treasury & Systems Section
Job Family	Functional Officer - 2
Application Deadline (MM/DD/YYYY)	07/03/2016
Grade	P3
Direct employment	Not required
Purpose	<p>-To ensure the compliance with the International Public Sector Accounting Standards (IPSAS) within the ITER Organization.</p> <p>-To manage the daily accounting work and in particular the asset management but also the closing operations leading to the annual financial statements.</p>
Main duties / Responsibilities	<p>-Prepares the annual IO Financial Statements and ensures its compliance with the IPSAS, the Project Resource Management Regulations, its Implementing Measures and other internal rules;</p> <p>-Ensures the compliance of the accounting operations to the accounting manual;</p> <p>-Performs a monthly review of the accounts and a semi-annual closing;</p> <p>-Coordinates the yearly accruals processes and reporting;</p> <p>-Prepares and proposes necessary updates to IO Accounting rules and procedures;</p> <p>-Manages suspense accounts and performs Financial Analysis as required;</p> <p>-Supervises the "cost corrections" processes;</p> <p>-Supervises the tax (VAT) returns and exemptions processes with the French and European authorities;</p> <p>-Develops and implements actions and processes to capture, record and maintain financial and accounting data rationally and effectively;</p> <p>-Prepares relevant documents and reports for the Financial Audit Board and the Internal Audit Services;</p> <p>-Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan & upon management request;</p> <p>-May be requested to be part of any of the project team and perform other duties upon management request;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the Accounting, Treasury & Systems Section Leader;</p> <p>-Works in close cooperation with other team members especially on the year end closing and on Property, Plant and Equipment and Intangible Assets;</p> <p>-Interfaces with all ITER Organization Departments, Office Divisions, Section/Divisions and Sections;</p> <p>-In response to requests from the Director-General and/or Head of Finance & Procurement Department (FPD), or proactively, informs the DG/ Head of FPD 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>-Compliance of the Financial Statements with the IPSAS, the Project Resource Management Regulations, Implementing Measures and other internal rules,</p> <p>-Monthly review of the accounts and a semi-annual closing,</p> <p>-Integration and improvement of the financial systems,</p> <p>-Respect for the deadlines.</p>
	<p>Project Construction Phase</p> <p>SAP Id: 50001178</p>

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Level of study	Master or equivalent degree
Diploma	Accounting field
Level of experience	At least 10 years
Technical experience/knowledge	<p>-Extensive experience in similar jobs (involving similar work responsibilities) or professional accounting certification (e.g. CA.CPA,...) in relevant domains may be considered a reasonable substitute for the required educational degree;</p> <p>-Advanced IPSAS training / certification is desirable.</p> <p>-At least 10 years' experience in accounting;</p> <p>-In depth experience working with IPSAS would be desirable;</p> <p>-Experience in financial analysis and forecasting Project Management, including earned value management, cost estimating, and project controls is an asset.</p>
Social skills	Ability to work effectively in a multi-cultural environment Ability to work in a team and to promote team spirit
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook) SAP
General skills	<p>-Ability to work effectively in a multi-cultural environment would be an advantage;</p> <p>-Ability to work in a team and to promote team work;</p> <p>-Rigorous and reliable</p>
Others	<p>-Excellent knowledge of SAP FI, AA, AP modules or equivalent ERP;</p> <p>-Good command of SAP FM, MM or equivalent ERP system;</p> <p>-Good command of the Microsoft Office package (including macros).</p>
Languages	English (Fluent)

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