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JOB DETAIL

Ref. IO1777 - 10/10/2016

Budget Officer - FPD-015

Main job	Finance
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Budget Management Section
Job Family	Functional Assistant - 3
Application Deadline (MM/DD/YYYY)	11/20/2016
Grade	G5
Direct employment	Not required
Purpose	<p>-The Department Budget Officer (DBO) serves as the primary point of contact on budget and cost matters for his or her assigned Department(s).</p> <p>-The DBO works with Section Leaders, Division Heads, and Department Heads to prepare the annual budget call, prepares monthly oral and written reports on budget status, coordinates the validation, tracking, and execution of contracts, and supports cost estimation activities and Earned Value Management.</p>
Main duties / Responsibilities	<p>-Responds to the annual budget call by preparing and updating commitment and payment data for cash and in-kind for assigned Department(s);</p> <p>-Drafts monthly financial status reports, briefs Department management on budgetary execution, identifies budget/cost variances, and recommends solutions to problems that may occur;</p> <p>-Drafts and submits budgetary forecasts and financial accruals as requested;</p> <p>-Drafts, submits, and implements project and/or streamlined change requests to reflect changes in annual or lifecycle budgets;</p> <p>-Reviews and approves purchase requests for his/her scope to ensure adherence to annual or lifecycle budgets, proper costing of expenditures to the Work Breakdown Structure, Organization Breakdown Structure, and budgetary structure, and adherence to all applicable financial procedures;</p> <p>-Monitors the status of purchase requests and contracts from inception to close-out;</p> <p>-In collaboration with Financial Control Section, submits cost corrections to ensure correct cost allocation in the ERP system;</p> <p>-Advises technical staff on charge codes and other budgetary and cost matters for the defined scope;</p> <p>-Implements financial policies and procedures within the assigned department;</p> <p>-Performs other duties in support of the project schedule;</p> <p>-May be requested to be part of any of the project team and perform other duties;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>-Reports to the Budget Management Section Leader;</p> <p>-Provides Support to the assigned Department Head;</p> <p>-Interacts with other Budget Officers, Offices, and Divisions in the ITER Organization;</p> <p>-Proactively informs the Finance & Procurement Department Head or DG 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 the accuracy of the budgets of assigned Department(s),</p> <p>-Contributes to the monitoring and management of the budget(s) of assigned Department(s);</p> <p>-Maintains a positive working relationships with the Department and Division Head, the Budget Management Section Leader, and other Budget Management Staff;</p> <p>-Ensures implementation of financial rules and</p>

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regulations;
-Makes relevant proposals following project change requests;
-Drafts accurate financial reports within the defined schedule.

Project Construction Phase

Level of study	At least Bachelor or Master/Engineering degree
Diploma	Financial, Business Administration, or Management
Level of experience	At least 7 years
Technical experience/knowledge	-At least a Bachelor's degree or equivalent in a Financial, Business Administration, or Project Management fields; -Good knowledge of project management, including budget planning and budget controls; -Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree.
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)
General skills	-At least 7 years' experience with a Bachelor's Degree or 5 years' experience with a Master's Degree in in international financial management, budget management, or project controls; -Experience in budgeting or planning within a scientific or nuclear environment;
Others	-Good command of MS Office, particularly in Excel; experience in using data bases would be an advantage.
Languages	English (Fluent)

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