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JOB DETAIL

Ref. IO1804 - 1/6/2017

Budget Responsible Officer - FPD-017

Main job	Finance
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Budget Management Section
Job Family	Functional Officer - 1
Application Deadline (MM/DD/YYYY)	02/19/2017
Grade	P2
Direct employment	Not required
Purpose	<p>-The Budget Responsible Officer (BRO) serves as a business and financial expert for his or her assigned Department(s).</p> <p>-To prepare the annual budget call (in collaboration with Section Leaders, Division Heads, and Department Heads).</p> <p>-To also lead monthly meetings on budget status, participate in the placement, tracking, and implementation of contracts, and support cost estimation, cost containment, and earned value management activities.</p> <p>-In the absence of the Section Leader, to help to coordinate the activities of the team.</p>
Main duties / Responsibilities	<p>-Responds to the annual budget call by preparing and updating annual and lifecycle commitment and payment data for assigned Department(s);</p> <p>-Prepares monthly financial status reports, briefs Department management on budgetary execution, identifies budget/cost variances, and recommends solutions to problems that may occur;</p> <p>-Prepares and submits budgetary forecasts and financial accruals as requested;</p> <p>-Prepares and submits project and/or streamlined change requests to reflect modifications in annual or lifecycle budgets, changes in project work scope, and to implement allocations from the Reserve Fund;</p> <p>-Reviews and approves purchase requests for his/her scope to ensure adherence to annual or lifecycle budgets and to ensure proper cost control according to the project Work Breakdown Structure, Organization Breakdown Structure, and budgetary structure, and applicable financial and project management procedures;</p> <p>-Coordinates timesheet and cost corrections as necessary to ensure proper cost allocation in the ERP system;</p> <p>-Monitors the status of contracts from initial planning, to requisition, execution, and contract close-out;</p> <p>-Provides support for extra-budgetary arrangements (e.g. Work for Others), including development or amendment of project estimates, financial reporting, earned value management, and interfacing with project stakeholders on financial, budgetary, or contractual issues;</p> <p>-Advises technical staff regarding financial policies, 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 dealing with the above activities 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>
Measures of effectiveness	<p>-Reports to the Budget Management Section Leader;</p> <p>-Provides Support to the assigned Department Head(s);</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</p>

My space

 See jobs

My job alert

Project's objectives.

- Contributes to the accuracy of the budgets of assigned Department(s),
- Contributes to the management of the budget(s) of assigned Department(s);
- Maintains a positive working relationships with the Department and Division Head, the Budget Management Section Leader, and other Budget Management Staff;
- Ensures implementation of financial rules and regulations;
- Makes relevant proposals following project change requests;
- Drafts accurate reports within the defined schedule and deadlines;
- Assists in the coordination of the Section in the absence of the Section Leader;

Project Construction Phase
ID SAP: 50002532

Level of study	Master or equivalent degree
Diploma	Financial, Business Admin., or Project Management
Level of experience	At least 7 years
Technical experience/knowledge	<div>- Extensive knowledge of project management, including the understanding of cost estimation, project budgeting, scheduling, and project controls;</div> <div>- An extensive experience in similar jobs and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree;</div> <div>-At least 7 years' experience with a Bachelor's degree or 5 years of experience with a Master's degree in financial management, budgeting, cost control, or project management;</div> <div>-Experience in budgeting or planning within a scientific or nuclear environment;</div>
Social skills	<div>Ability to work effectively in a multi-cultural environment</div> <div>Ability to work in a team and to promote team spirit</div>
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	-Good command of MS Office, particularly in Excel; experience in using data bases would be an advantage.
Languages	English (Fluent)