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JOB DETAIL

Ref. IO2009 - 7/30/2018

Treasury /Accounting Assistant - FPD-025

Main job Accounting

Department FPD / Finance & Procurement Department

Division FPD / Finance & Budget Division

Section FPD / FBD / Accounting, Treasury & Systems Section

Job Family Functional Assistant - 1

**Application Deadline
(MM/DD/YYYY)** 09/16/2018

Grade G3

Direct employment Not required

Purpose To provide treasury, accounting and clerical support alongside managing daily accounts within the Accounting, Treasury & Systems Section.

Main duties / Responsibilities

- Ensures smooth and accurate preparation and execution of accounting entries and payment runs;
- Ensures efficient reconciliation of cash flows;
- Supports and advises the Investment Committee;
- Initiates and develops investment strategies;
- Supports the ITER Credit Cards programs;
- Supports the International Public Sector Accounting Standards (IPSAS) compliance of Financial Statements;
- Assists in preparing files and answers related to Financial Audit Board requests and year-end closing;
- Supports the Property, Plant and Equipment financial management;
- Ensures appropriate filing and archiving process as required by the rules;
- May be requested to support any of the project teams and to perform other duties in support of the project schedule;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

- Reports to the Accounting, Treasury & Systems Section Leader;
- In response to requests from the Director-General (DG) and/or Finance & Procurement Department (FPD) Head , or proactively, informs the DG/ FPD Head 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.

Measures of effectiveness

- Achieves accurately and within the assigned schedule tasks relating to the accounting and treasury, including archiving files;
- Contributes efficiently to writing accurate and timely reports for the Accounting;
- Contributes to the accuracy, certification and discharge of the yearly Financial Statements of the ITER Organization;
- Interacts in a professional manner with other departments/external bodies (such as French banks and various administrations).

Project Construction Phase
SAP ID 50000043

Level of study Bachelor or equivalent degree

Diploma in financial accounting

Level of experience At least 3 years

Technical experience/knowledge

- IPSAS training certification is an asset.
- At least 3 years' professional experience within a treasury/investment management /accounting international environment;
- Experience in applying general accounting, treasury and investment/financial market knowledge, running process payments;
- Experience in performing transactions in an integrated financial Information System tool, implementing specific procedures;
- Experience in writing progress reports;
- 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

My space



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MS Office standard (Word, Excel, PowerPoint, Outlook)
SAP

General skills

- Ability to interact with a wide variety of contributors and stakeholders;
- Ability to respect confidentiality matters;
- Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

Others

- Ability to write high quality level reports in English; Working knowledge of spoken and written French is considered as an advantage due to this role having regular contact with various French banks and Administrations.

- Excellent command of SAP FI, AP or an equivalent Enterprise Resource Planning (ERP) system;
- Good command of SAP FM, MM or an equivalent ERP system;
- Good command of the Microsoft Office package.

Languages English (Fluent)

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