

# IO2058 Budget Responsible Officer FPD-008

## General information

Job category	Standard
Status	Published
Department	FPD / Finance & Procurement Department
Division	FPD / Finance & Budget Division
Section	FPD / FBD / Budget Management Section

## Job description

Main job	Business Administration - Finance
Title of the position	Budget Responsible Officer FPD-008
Job family	Functional Officer - 1
Grade	P2
Direct employment	Not required
Purpose	<p>To serve as a business and financial expert for assigned Department(s) and/or scope.</p> <p>To prepare the annual budget call in collaboration with the concerned line management, lead monthly meetings on budget status and contract execution, participate in the placement, tracking, and implementation of contracts, support cost containment efforts, conduct financial analysis, and prepare budget and financial documents.</p> <p>To coordinate the efforts of the Responsible Officers (ROs), Project Controls Managers (PCMs), and Procurement Officers in planning and executing assigned budgets.</p>
Main duties / Responsibilities	<p>Responds to the annual budget call by developing and updating annual and multi-year commitment and payment data for assigned units in accordance with the forecast schedule and in coordination with the Responsible Officer, Project Controls and Procurement;</p> <p>Prepares monthly financial status reports on budget execution, contract status, variances, and claims; recommends and implements remedial actions needed to maintain budget in support to the schedule progress;</p> <p>Prepares financial reports and proposals for the approval of the ITER Management Advisory Committee and ITER Council;</p> <p>Prepares and submits monthly variance reports and financial forecasts in support of internal and external stakeholders requirements;</p> <p>Proposes changes to annual or lifecycle budgets in response to changes in work scope or contracting strategies; and implements changes in the budgets following management approval;</p> <p>Monitors the status of assigned contracts from planning, to requisition, tendering, execution, and close-out;</p> <p>Provides support for extra-budgetary arrangements (e.g. Work for Others), including development of project estimates, financial reporting, and earned value management;</p> <p>Reviews and approves purchase requests for his/her scope to control costs within approved budget and baseline values and to ensure proper cost allocation by Work Breakdown Structure (WBS), budgetary, and organizational elements;</p> <p>Provides financial expert advice regarding cost containment efforts, cost savings opportunities and procurement procedures for the defined scope;</p> <p>Ensures compliance with financial policies and procedures within the assigned scope;</p> <p>May be requested to support any of the project/construction teams and to perform other duties;</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, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct.</p> <p>Reports to the Budget Management Section Leader;</p> <p>Interacts with other Budget Officers, Offices, and Divisions in the ITER Organization;</p> <p>Proactively informs the Finance &amp; 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>Ensures the efficient monitoring and accuracy of the budgets for the assigned scope;</p> <p>Maintains a positive working relationships with all stake and share-holders;</p> <p>Prepares well-written documents that are customized to the audience;</p> <p>Ensures the correct implementation and respect of financial rules and regulations;</p> <p>Makes proposals to improve efficiency and identify cost savings;</p> <p>Drafts accurate reports within the defined schedule and deadlines;</p> <p>Ensures a smooth communication among all share- and stake-holders for an efficient planning and management of the annual and lifecycle budget(s).</p>
	ID SAP: 50000202

## Applicant criteria

Level of study	Bachelor or equivalent degree
Diploma	Finance, Business Adm., Economics, Accounting
Level of experience	At least 7 years
Technical experience/knowledge	<p>Extensive knowledge of project management best practice, including project budgeting, cost estimation, cost control, scheduling, and earned value management;</p> <p>A Project Management Professional (PMP) Certification is considered an advantage;</p> <p>The required education degree may be substituted by a technical degree plus extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.</p>
	<p>At least 7 years' experience in finance, budgeting, contract administration, or project management;</p> <p>Experience within a construction, scientific, or project environment;</p> <p>Experience in writing technical documents in English.</p>
Social skills	<p>Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit</p> <p>Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;</p> <p>Communicate Effectively: Ability to adjust communication content and style to deliver messages effectively in a multi-cultural environment;</p>
General skills	<p>Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;</p> <p>Manage Complexity: Ability to gather multiple and diverse sources of information to define problems accurately before moving to proposals;</p> <p>Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.</p>
Languages	English (Fluent)
Specific skills	Cobra, MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	<p>Good experience with SAP, Cobra, or similar financial tools.</p> <p>Good command of MS Office, particularly in Excel;</p>