Work with leaders in your field every day.

Glencore is one of the world's largest globally diversified natural resource companies and a major producer and marketer of more than 90 commodities. Our operation comprise around 150 mining and metallurgical sites, oil production assets and agricultural facilities – supported by a network of more than 90 offices located in over 50 countries.

We employ approximately 146,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

FDMEE – HFM Junior Administrator

Corporate Accounting Department
Baar, Switzerland

This junior position is responsible to take over the FDMEE tool and support the HFM team. It is meant to serve a contribution for development, new implementations, and maintenance of FDMEE (formerly FDM, Upstream) and shall ensure that the system is available and accessible to all the users in the countries worldwide. The position is part of the HFM team and supports some of the HFM applications and Smartview files including Financial Reporting and is a key element within the in the Finance Consolidation team, providing technical guidance to users and management and the interface between various ERP source systems (mainly SAP) and the Group Consolidation and IT department.

The position encompasses the following tasks:

- Ensure overall system stability, availability and accessibility of FDMEE
- Support users during the month end closing and help to ensure all relevant data can be loaded to HFM on time
- Develop and maintain all technical aspects of the FDMEE Application(s) which includes scripting and performing mapping changes on request of the users or consolidation team
- Develop logic and methodologies for mapping tables, loading data, designing logic groups, rule changes, grid development, and object maintenance
- Build and modify complex reports and create reporting solutions for global users
- Proactively review application design and make recommendations for design enhancements
- Oversee and manage application security
- Manage user acceptance testing in support of new software developments and fix any identified bugs
- Document complex system functionality, illustrating support for business processes;
- Develop and update training documentation
- Serve as the top technical expert and first point of contact for all world-wide FDMEE user queries; assist users with mapping questions
- Troubleshoot and resolve FDMEE user questions and issues where possible and work with the IT department to address issues that might require joint attention

Must haves

- Excellent command in oral and written English, German is a plus
- A very solid commercial background – and a e.g. Degree in Economics/Business from an University of Applied Science or similar further education
- Used and capable to work in a team and in a dynamic as well as multi-cultural and international environment
- Self-motivated with a sense of urgency
- Honest and trustworthy

The ideal candidate is a Junior Accountant with strong IT acumen. Some experience in FDM-**HFM** in a supporting role and in user acceptance testing as well as change control is of competitive advantage. Experience with user acceptance testing and change control
Candidates should be capable translating business needs into functional/technical designs and solutions.

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