



PMO Manager (12-month FTC)

London

FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to business requirements and a newly created position, we are now looking to recruit a Treasury Analyst.

The primary objective of this role is to provide support to Treasury department managing day to day activities including compiling reports, preparing presentations and papers, executing trades, onboarding counterparties & preparing KYB reviews, preparing credit applications & periodic reviews and other administrative tasks.

Key Responsibilities:

- Coordinate the completion (to acceptable standard) and consolidation of project status reports and small change initiative reports – identifying any key themes of issues.
- Review project updates and ensure consistent application of the business change control framework.
- Act as secretary for the main project governance body – the project review committee. Collate project data for presentation, track issues and product minutes and actions
- Product reporting on the outcome of the project review committee to the executive management committee
- Conduct business analysis where required to determine solutions to business needs
- Coordinate delivery of process improvement initiatives or small projects
- Coordinate stakeholders across front office and support functions in the definition and delivery of business initiatives
- To provide and maintain document such as business requirements, project scope, plans, issues/risks/dependencies, workflows etc
- Provide guidance and expertise on reporting standards for other executive committees
- Manage the portfolio change roadmap and ensure any new requests for change are added to this.
- Manage the FBN resource capacity plan or resource forecast to help understand resource availability for projects
- Manage the engagement with the IT department and any external suppliers to provide appropriate and acceptable solutions to the business strategy and ensure there are no overlaps or gaps
- Actively contribute to a program of improving business and team standards, processes and outputs.
- Assist with ad-hoc administration requirements including maintenance of issue/risk logs, agendas and minutes, meeting coordination etc
- Manage and reconcile the change budget liaising with the finance control department. This will include the logging and reconciliation of invoices
- Define and implement solutions with emphasis on CRM and SharePoint functions, including the implementation of workflows to improve process efficiency.
- Educate users via training sessions, individual support and guidance documentation.
- Support the head of business change on the programme of change and strategic planning

Key Skills/Experience:

- FSA-regulated environment experience
- Several years' experience in a project management office (PMO) role which must include oversight of project governance



- Experience with preparing communications and summaries and reporting
- Budget management
- Stakeholder management
- Conducting business analysis and process mapping.
- Advanced MS Office (Excel, Word and PowerPoint)

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection
- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)
- Cycle to work scheme
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service
- Give As You Earn (GAYE)

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