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**ROLE: Senior Project Manager REPORTS TO: Chief Operating Officer**

## SUMMARY OF ROLE

Hands on lead post acquisition integration with existing business, developing and managing project plans, pulling the team together, and building relationships with the key stakeholders of the business that been acquired.

**RESPONSIBILITIES**

**Key tasks:**

* Make post acquisition process scalable (e.g. develop our very own plan, complete with ideal timelines, tips, processes, and procedures)
* Gap analysis and steps, timeline to achieve Target Operating Model
* Lead and coordinate cross-functional teams including external advisors
* Contribute to pre-acquisition steps
* Prepare documentation that serves as basis for top management decisions
* Managing internal and external stakeholders by concisely communicating project updates and escalations.
* Conducting extensive, accurate analyses of the business operations and determining requirements.
* Ability to build positive relationships with both internal and external stakeholders
* Building, monitoring and reporting Management Information (MI) from internal systems.
* Produce data analysis at regular intervals and in a timely way for senior management and line management review.
* Define and look to continually improve process and supporting tools for project management
* Ensure projects are on time, on budget, and within scope

**The successful candidate will:**

* Deep experience of FS integrations / business transformation project, working with all different disciplines is essential
* Adaptable to project manage all aspects of functional change
* Be highly proficient in MS Office suite – Excel, Word, PowerPoint.
* Experience working within cross-functional teams.
* The ability to work in a fast-paced, geographically dispersed environment.
* Be articulate, with excellent interpersonal skills; capable of liaising with senior stakeholders across the business.
* An excellent relationship builder, senior level influencer with great communication skills;
* Excellent fact-gathering and analytical skills, structured working method and safe handling of integration topics, including detailed planning tasks and problem-solving skills
* Be able to run a project with minimal supervision
* Be organised and be able to multitask when handling large amounts of information
* Experience in data migrations

If you are interested in this vacancy, please send a CV to Linda.Tottem@Kingswood-group.com