



Senior Projects Officer (Contracts & Finance) Project Management Unit

IMC Grade: Senior Consultant – Project Management Unit (PMU)

Responsible to: Senior Technical Director - Trade & Investment & PMU

The closing date for applications is Friday 12 January 2018 at 9am

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The Role

We are looking for a commercially focused individual to provide contract and financial reporting expertise and consistency across IMC Worldwide as we embrace increasing corporate compliance requirements and respond effectively to correspondingly higher client expectations.

IMC is managing a number of exciting worldwide projects and programmes, including large multi-year and multi-million pound programmes working with multiple partners in many countries. We also have a portfolio of smaller projects with a range of different donors, which tend to have challenging delivery timescales for completion while engaging partners across the globe.

The Senior Projects Officer (SPO) will take control of two process-orientated internal priorities and quickly become the corporate knowledge source on both; 1. Oversight of IMC Contracts of Engagement issued to our short and long-term Partners; 2. Financial reporting and documentation systems that meet our Clients' evolving compliance needs.

You will also be the Business Development lead for externally competed-for Project Management business and will support IMC delivery of varied International Development Projects.

Main responsibilities

CONTRACTS ADMINISTRATION (approximately 30%)

- Oversee the IMC suite of Contracts which secure Partners' engagement on our International Development projects
- Become fully conversant with the purpose and scope of each Contract and be able to offer advice and guidance to colleagues on acceptable amendments. The role holds a

level of delegated authority to authorise moderate contract amendments

- Knowledge transfer -Work closely with colleagues to upskill them on the value of contracts and their compliance
- It is expected that you will have previous experience of contract negotiation and / or commercial bids to undertake this role

FINANCIAL REPORTING SUPPORT (approximately 35%)

- Our key client, the UK Department for International Development (DFID) is amending and updating their financial reporting expectations. The SPO will rapidly become the internal resource to guide, adapt and recommend a compliant IMC response
- The SPO will work closely with colleagues to build capacity and drive consistency, compliance and transparency across IMC and create templates and user-guides to benefit colleagues
- Help to educate and encourage all staff (UK and overseas) to take more responsibility over the financial aspects of the projects that they are doing and the overhead costs that they are incurring
- It is expected that you will have previous experience of financial reporting and systems to undertake this role

BUSINESS DEVELOPMENT COORDINATION (approximately 15%)

- Our Project Management Unit (PMU) is developing a reputation for strong, compliant and efficient project leadership. This skill is now being offered externally
- The SPO will coordinate our competitive bidding proposals, drawing support and information from colleagues to ensure that timely, cost effective and compelling proposals
- Assist and prepare expressions of interest, pre-qualification documents and technical proposals across the business areas as required. Prepare fee submission documents and in co-operation with the Directors conduct fee negotiations
- Work with the PMU team to ensure all quality and integrity systems are in place and being utilised by all business teams

PROJECT MANAGEMENT (approximately 20%)

- Our PMU team supports IMC colleagues to adopt latest Project Management techniques and values. As a key member of the PMU team, the SPO will be expected to positively contribute to Project Team and act as stand-in for PMU colleagues when required. This includes:

- Set up and maintain all project related processes and systems to ensure effective project delivery
- Proactively track project progress and monitoring deliverables and milestones; identify issues and alert PD; update budgets and annual work plans
- Management of project Consultants as necessary, including contracting, writing ToRs, and performance management
- Team mobilisation – essential coordination and organisation of multiple Consultant inputs and in-country logistics. Organise and regularly participate in team meetings (weekly on telephone or face to face all day workshops) to ensure shared project approach and understanding of progress

Team Environment

This is a new role. The post holder will work closely with the Senior Technical Director (Trade and Investment and PMU). You will join a team of six.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required. However this is very unlikely for this role as described above.

Hours of work – This role is a full-time position. Full-time working hours are 37.5 per week

Salary – £30 – 38K depending upon experience

Annual leave – 5 weeks annual leave plus public holidays. The holiday year is 1st January – 31st December

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday. There is also a non-contractual bonus system payable annually depending on performance

Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site subject to availability

PERSON SPECIFICATION: Senior Projects Officer - PMU

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification		X
Finance, Project Management or Excel training		X
Experience:		
Experience of contract negotiation, contract management or contract issuance	X	
Experience of working in a process support function, ideally in a consultancy	X	
Experience in developing and coordinating commercial proposals	X	
Experience in procurement management		X
Experience undertaking the financial management of projects		X
Experience of working in international development		X
Experience working in project management		X
Abilities & skills		
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Excellent written and verbal communication skills	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Strong analytical skills		X
Good project planning skills		X
Confidence and enthusiasm		X
Co-operative and supportive team player	X	
Personal:		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable and open to new ideas and suggestions	X	

IMC Competency Framework: Senior Projects Officer - PMU

Competency	D	I	A	S
IMC values and ethics		X		
Business insight		X		
Bid and project management		X		
Technical/area specialisation		X		
Relationship management and working with others		X		
Leadership and resilience		X		
Impact and influence		X		
Decision making/ planning and organising		X		
Results orientation and continuous Improvement		X		
Financial and commercial awareness		X		

Key:

D – Developing

I – Independence

A – Accomplished

S – Senior Management Level