



## Project Commercial Officer

**IMC Grade:** Consultant

**Responsible to:** Commercial Manager – Project Management Unit

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### The Role

We are looking to add an ambitious individual to our growing Project Management Unit (PMU) who will become a first line of contact and support across IMC relating to project finance and finance reporting.

IMC Worldwide successfully manages a live portfolio of over a hundred projects, all at various stages of the project lifecycle. Providing accurate and meaningful financial reporting is key to enable the company to plan for the future and mitigate risks when they arise.

The role will directly support the Commercial Manager, Project Management unit and wider organisation in creating financial plans and tracking income and expenditure and reporting of regular financial analyses.

You will also receive direct exposure to our projects working as a Finance Officer on key, larger projects. It is anticipated that this will take up to 50% of your time, and provide valuable experience, honing your commercial project management skills.

This is a development role, with formal training and on the job coaching to learn the skills to effectively be a business partner across the organisation.

## Main responsibilities

- Design and manage project budgets with colleagues across IMC, introducing a fresh approach to budgets, forecasting and monthly reporting
- Assist with the design and introduction of structured project financial review processes; collating, analyzing and reporting the synthesis of these reviews
- Support the Commercial Manager - especially during the monthly review with the finance team and design of company training of and around project finance
- Introduce and raise finance and commercial awareness across our team of project managers and coordinators. This will include reviewing and assisting with monthly finance trackers, project completion forecasts and client reporting / re-budgeting
- Assist with bid development, leading on financial proposals, initially for lower value contracts
- Take responsibility of the financial management and analysis of key projects (fee earning, when won)
- Review and cross check project reconciliations to ensure accuracy
- Keep templates and tools up to date
- Lead on post-project analysis
- Meet the [quality standards](#) of the company and of the development partners, our Clients
- Meet the high ethical standards of the company as directed by the [IMC policies](#) related, but not limited to: Business Ethics, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

IMC Worldwide continues to grow its portfolio of contracts breaking into new regions and thematic areas. Key priorities over the coming years will be to:

- Continue our excellent work with DFID (and potentially other Donors) to respond to their developing Code of Conduct and expectations of suppliers such as IMC Worldwide
- Develop financial propositions for new clients such as the Foreign & Commonwealth Office and our work around the new Prosperity Fund
- Build our relationships with IFI's, Bilateral and Multilateral donors and Philanthropic organisations
- Grow our network of partners internationally, maintaining our excellent reputation as a partner of choice

## Team Environment

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

The PMU is a growing and lively team of committed individuals and the successful candidate will be able to immediately join the team and demonstrate an openness and collaborative approach.

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.

**To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.**

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

**Salary** – depending upon experience  
There is also a non-contractual bonus system payable annually depending on performance

**Benefits** – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

**Annual leave** – 25 days annual leave 8 plus public holidays. The holiday year is 1st January – 31st December

**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

**THE CLOSING DATE FOR  
APPLICATIONS IS SUNDAY  
6 JANUARY 2019**

## PERSON SPECIFICATION: Project Commercial Officer

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Strong understanding of financial management and accounting	X	
Degree qualification		X
Training in Project Management, Creating Networks; Effective Communications		X
<b>Experience:</b>		
Experience of working in a financial and analytical role	X	
Experience of commercial budgeting and budget management	X	
Experience working in project management		X
Experience of working in a process support function, ideally in a consultancy		X
Experience of working in international development and/or with Governments		X
Experience collating commercial inputs from diverse sources with a demonstrable capability to create a clear and coordinated output/message		X
<b>Abilities &amp; skills</b>		
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 planning skills	X	
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
<b>Personal:</b>		
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: Project Commercial Officer

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*