



Job Title: Project Manager

Job Purpose

To lead and oversee projects, ensuring alignment with corporate objectives, regulatory compliance, and operational efficiency. The Project Manager drives end-to-end delivery—from planning and budgeting to execution and post-implementation review—ensuring projects are completed on time, within scope, and within budget, while managing risk and stakeholder expectations.

Key Responsibilities

1. Project Planning & Execution

- Define project scope, objectives, and success criteria in collaboration with sponsors and key stakeholders.
- Develop comprehensive project plans detailing timelines, milestones, deliverables, resources, and budgets.
- Lead cross-functional project teams, ensuring coordinated execution and timely issue resolution.
- Maintain detailed project documentation, including charters, risk logs, and change control records.

2. Stakeholder & Executive Reporting

- Prepare and present **regular project status reports** highlighting progress, key risks, issues, and decisions required.
- Deliver clear, executive-level presentations to governance committees, transformation boards, and C-suite sponsors.
- Translate complex project details into concise, business-oriented insights for senior management.
- Manage upward communication—ensuring that decision-makers are informed, engaged, and able to act promptly.

3. Risk, Quality & Compliance Management

- Identify, assess, and mitigate project risks and dependencies, escalating critical issues promptly.
- Ensure adherence to financial industry regulations and internal governance standards (e.g., KYC/AML, ISO, Basel).
- Conduct post-implementation reviews to assess quality, lessons learned, and benefits realization.

4. Financial & Resource Oversight

- Monitor project budgets, track variances, and ensure fiscal responsibility throughout execution.
- Coordinate with Finance and Procurement teams for vendor engagements, contract approvals, and budget allocations.



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- Optimize resource allocation across concurrent projects to ensure efficiency and balance workloads.

5. Change & Implementation Support

- Partner with Change Management and Training teams to ensure smooth implementation and staff adoption.
 - Support user acceptance testing, rollout planning, and end-user communication.
 - Track and report on post-launch performance against key business metrics.
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Qualifications & Experience

- Bachelor's degree in Business, Project Management, Finance, or related discipline.
 - PMP, Prince2 Practitioner, or Agile certification preferred.
 - Minimum **5–7 years** of progressive project management experience, preferably in banking, investment, or financial services.
 - Knowledge of mutual funds and the Investment environment will be an asset
 - Proven ability to manage multiple, concurrent projects of medium to large complexity.
 - Strong understanding of financial operations, regulatory frameworks, and technology-driven change initiatives.
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Key Competencies

- **Executive Reporting & Presentation Skills:** Exceptional ability to present data, insights, and recommendations clearly to executive audiences using dashboards, slides, and reports.
 - **Strategic Communication:** Skilled in communicating complex project information in business language.
 - **Leadership & Collaboration:** Ability to lead cross-functional teams and influence at all levels of the organization.
 - **Analytical Thinking:** Strong problem-solving, data interpretation, and decision-making abilities.
 - **Planning & Organization:** Excellent time management and ability to manage competing priorities.
 - **Adaptability:** Comfortable operating in a dynamic, regulated financial environment.
 - **Technical Proficiency:** Skilled in MS Project, Power BI, or other PMO reporting tools; advanced PowerPoint and Excel skills essential.
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Application Instructions

Interested candidates are invited to submit their applications via email to:

PM Recruitment

msyder@ttuttc.com

For questions or further information, please contact:

1 (868) 309-1216