Finance Project Manager

Job purpose: To proactively lead the delivery of The Law Society's 'Shared Service Finance Review' project, including people, processes and systems. Providing skilled project management and ensuring quality of delivery whilst exploiting opportunities for early benefit realization.
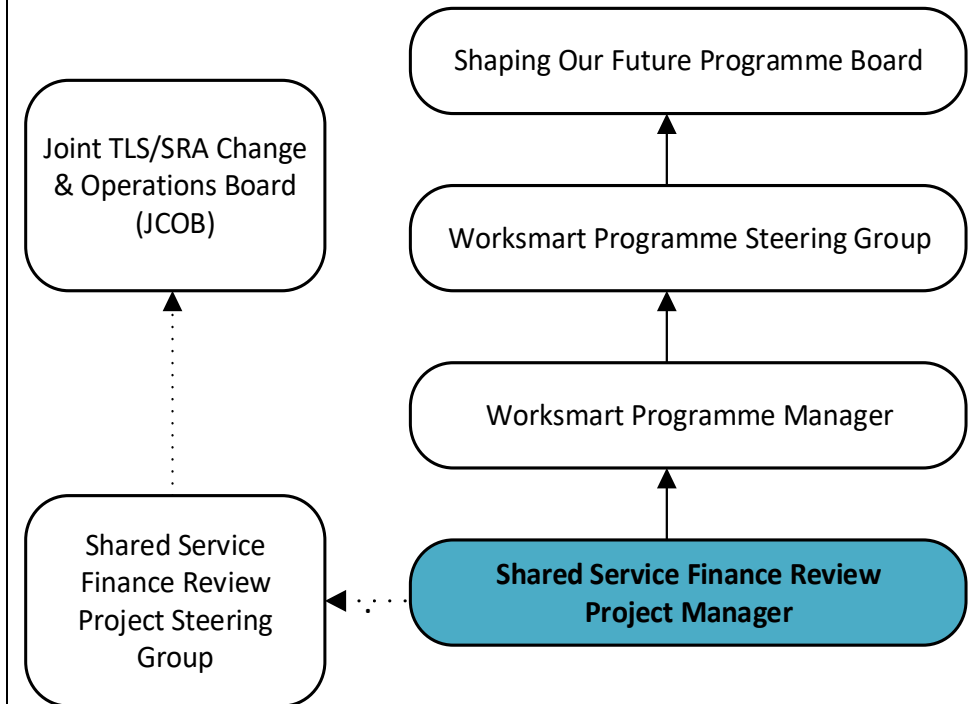
Key Accountabilities:

- Leads and manages the Shared Service Finance Review project, ensuring successful end-to-end delivery in terms of time, cost, quality and benefits
- Develops relationships with the project sponsor, portfolio delivery manager, product owner and stakeholders, as necessary, to shape the project roadmap to maximise benefit to the organisation, updating them on progress on a regular basis
- Works with internal stakeholders and third-party suppliers to ensure alignment on scope, deliverables and measures of success
- Builds and manages a multi-disciplinary team, guiding them to produce timely work of a high standard, developing team members and their performance whilst managing conflict to support delivery of a successful project
- Identifies and uses innovative methods and approaches to resolve project and business issues
- Applies the agreed project management standards, processes and tools to ensure a methodical and consistent approach, including assumption, risk and issue registers, dependency and lessons learned logs, stakeholder communication plans, change registers, programme and project plans, and stage and financial control documents
- Manages project budgets and resources effectively to deliver value and quality whilst meeting deadlines
- Facilitates and documents lessons learned reviews and makes recommendations to drive continuous improvement
- Delivers project documents to the required quality (clear, concise, complete, accurate, well written and with all relevant stakeholders demonstrably engaged), using approved guidelines and templates
- Completes project/programme status reporting in line with agreed standards, ensuring transparency and consistency across the portfolio
- Establishes effective working relationships with colleagues at all levels including other transformation programme teams to ensure effective delivery of project tasks and products

Knowledge, skills and experience	Organisation Chart

Knowledge, skills and experience

Essential
- Experience in the design and implementation of Finance Operating Model changes (people, process and systems) through several transition states
- Experience in the delivery of Finance IT system deployment and configuration (including interfaces)
- Excellent understanding of Finance IT system capabilities and their downstream impact on the wider business
- Experience in the design and delivery of Finance specific process improvement
- Understanding of business change impacts and experience of holding business owners to account for the delivery of change plans and interdependencies
- Literate and credible with strong communication and stakeholder management skills (listening, influencing and persuasiveness), capable of managing Product Owner expectations and
- dealing effectively with all levels of staff
- Experience of leading and managing third party suppliers (selection, delivery, performance and ongoing relationships as appropriate)
- Experience of working with internal service transition teams to handover products into business as usual
- Experience of managing and owning risks and issues and getting them solved potentially at the highest levels of management
- Strong, clear and accurate reporting skills to provide clarity to the highest-level stakeholders
- Experienced owner of project documentation and particularly owning the quality and consistency of development documentation
- Knowledge of MS Office suite, including Office 365, to intermediate level including MS Project and MS Visio

Organisation Chart

Shaping Our Future Programme Board

Joint TLS/SRA Change & Operations Board (JCOB)

Worksmart Programme Steering Group

Worksmart Programme Manager

Shared Service Finance Review Project Steering Group

Shared Service Finance Review Project Manager

Desirable	**Dimensions**

Desirable

- Experience of Microsoft Dynamics AX
- Qualifications in PRINCE2 and MSP
- Understanding of similar organisations (professional bodies, accrediting bodies, legal organisations etc)
- Knowledge of Agile methodologies and frameworks

Planning & Organising

- Ability to forward plan and manage multiple interdependent workstreams (many IT dependent) and stakeholders within TLS and across the wider TLS Group with competing deadlines and priorities
- Excellent and proven project planning experience, including the identification and management of technical, business, project and programme interdependencies
- Highly collaborative, integrating and aligning plans with third parties, internal IT functions (such as service transition, technical design authority, solution architecture, etc) and other projects and programmes
- Strength of character in planning, especially in terms of collaboratively challenging top-down delivery expectations where these are unrealistic
- Ability to recognize and implement opportunities for early benefit realization, including appropriate use of agile delivery approaches
- Being flexible as projects and priorities change – and initiating flexibility based on development reality
- Experience of project/programme planning and control tools including RAID logs, RACI, charter, PID, minimum viable product definition, roadmap, business case, stage gates, etc
- Planning and organising own work as well as the work of the project team

Dimensions

Operating environment

Full time role, fixed term contract, estimated duration eighteen months
- Flexibility is essential to meet committed project deadlines
- Engaging staff at a variety of levels across The Law Society (TLS), TLS Group Shared Service Finance function and Solicitors Regulation Authority (SRA)
- Matrix management of project resources with no line management

Financial responsibility

Responsible for budget management up to £2M ensuring delivery of prioritised change

Creative Responsibility

Problem solving and support for solution design

Analytical Responsibility

Oversight of detailed design of interim and target state operating models for The Law Society Finance function across people, processes and technology

Location

Based in Central London, some travel to the Law Society Group's Shared Service / Solicitors Regulation Authority (SRA) offices in Birmingham required