



(Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and PRA)

Corporate Office: 1 Moorgate, London EC2R 6JH

Tel: 020 7796 9600 FAX: 020 7796 1015

Email: hr@pnbint.com Website: www.pnbint.com

Job Title	Project Manager
Type	Full time and Permanent
Salary	Negotiable
Location	London
Reporting To	Head of Project / Executive Director
Availability	Immediate
Apply	Recruitment@pnbint.com

DUTIES / JOB DESCRIPTION

Key Accountabilities	<ul style="list-style-type: none"> • Own the delivery and implementation of all the projects across the Bank with thin the targeted timeline. • Responsible for planning and managing all aspects of the delivery of projects • Lead the negotiations with third parties/vendors which involves the selection of suppliers, agreement, planning, timelines and quality of deliverables • Providing an update on the ongoing Projects to Senior Management and highlighting any risks associated.
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Project Management	<ul style="list-style-type: none"> • Collaborates with stakeholders to document project scope, deliverables, goals, costs, risks and estimated resources needed. • Ensures that projects remain in-scope and meet budgetary, scheduling, and quality requirements. • Creates, manages, and distributes project communications like project tracker, schedules and more to relevant stakeholders across the Bank • Provides project status updates at predetermined time intervals to all stakeholders, including Senior Management. • Communicates routinely to management, project team members, and other stakeholders, actively soliciting and addressing feedback. • Assists in business development efforts to create project proposals, RFPs, estimates, and schedules. • Sets and monitors project budgets and staffing requirements. • Ensures adherence to legally binding requirements. • Plan, schedule, monitor, and report on activities related to the project • Establishes key project criteria metrics. • Develop project control and reporting procedures and manage changes in operational plan • Plans and leads status review meetings, which may include internal team members and vendors • Responsible for training, managing, and motivating the project team, as well as resolving team conflicts.
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	<ul style="list-style-type: none">• Resolves technical and operational issues as required.• Implement best project management practices within the Bank
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Skills and Experience Required

- 3+ years of proven experience in Project Management at a mid-senior level.
- Excellent project management skills including prioritization, scheduling, and documentation.
- Ability to build strong relationships and communicate effectively with internal and external stakeholders.
- Solid technology and digital projects understanding and ability to define and refine requirements through a project lifecycle.
- Strong analytical and problem-solving skills to manage shifting priorities, demands and timelines.
- Ability to quickly learn, understand and apply new technologies.
- Willingly to mentor more junior team members and share knowledge.
- Strong excel, presentation and analytical skills
- Understanding of the UK regulatory environment and due diligence processes
- Strong people management skills and thorough knowledge of banking products and services and a wider understanding of the banking universe. Effective team player to ensure smooth functioning at all levels of hierarchy
- Ability to work in a fast-paced environment with attention to detail and able to handle multiple-tasks with minimum supervision