

Project Analyst

Local Partnerships is seeking a Project Analyst to provide project and analytical support across the Local Partnerships portfolio.

Job description

Working as part of a small project team led by a Project Director you will be providing day-to-day analytical support and project management support when required for a variety of projects. You will provide financial, commercial and operational support and analysis, proactively engaging with the client, project staff and other stakeholders as required.

Line management will be undertaken by the Deputy Corporate Director (Programmes and Projects).

Responsibilities

- Development of robust complex advanced spreadsheets / financial models to collect and analyse financial and operational data (this could support the development of business cases and benefits tracking mechanisms of large national programmes)
- Design of benefits management and data collection processes
- Regular maintenance and updating of financial models used for analysis
- Development of input templates to capture costs and operational inputs
- Development and maintenance of dashboards and summary presentations
- Review, analysis and assessment of financial and operational data and documentation such as contracts
- Verbal and written presentation of results in meetings with project staff and clients
- Work with work-stream leads, project delivery teams and external suppliers as required to scope projects and define project and resource plans and budgets
- Track and report progress of the delivery plans at regular intervals and provide written and verbal updates to key stakeholders
- Track and, where appropriate, escalate risks and issues
- Map and monitor project interdependencies
- Monitor and report changes to the projects to avoid scope creep
- Information management – produce templates for key project documentation, updating and holding master copies of all key project documentation
- Take ownership of the effective storage and organisation of key project documents
- Coordinate drafting of reports and slide packs on progress / challenges for the projects
- Ongoing liaison with team members and project leads to request project updates / actions, setting up meetings and agendas, updating and maintaining plans and to ensure actions are being completed

- Support knowledge transfer to client staff as agreed

Salary

Starting at £35,000

Person specification

Essential

- Excellent analytical and numerate abilities
- Excellent Excel and financial modelling skills
- Experience of managing and / or supporting major projects, in either public or private sector (including wide ranging experience of effectively using key project management skills / techniques such as project planning, budget management, risk management, benefits realisation)
- An imaginative and flexible approach to work, particularly in the field of problem solving and planning, development and successful implementation down to detailed levels
- Able to produce clear and well-presented reports with attention to detail
- Excellent organisation skills, personal resilience and ability to multi-task and deliver to tight deadlines
- Ability and willingness to work flexibly as part of a multi-disciplinary team, as well as having the motivation to be a self-starter
- Confidence to proactively manage, provide constructive challenge to clients / colleagues
- Excellent communication / literacy and interpersonal skills to engage confidently and work effectively with colleagues and clients
- Degree level standard of education
- Proficient professional level of IT skills required in main M/S Office applications

Desirable

- PRINCE II / MSP certification
- Finance or relevant degree
- AAT or part qualified accountant