



Job title	Manager, Project Manager
Reports to	Project Manager

About UK Finance

Background

UK Finance is a trade association representing nearly 300 of the leading firms providing finance, banking, markets and payments-related services in or from the UK. Our members are large and small, national and regional, domestic and international, corporate and mutual, retail and wholesale, physical and virtual, banks and non-banks. Our members' customers are individuals, corporates, charities, clubs, associations and government bodies, based in the UK and overseas, served domestically and cross-border. These customers access a wide range of financial and advisory products and services, essential to their day-to-day activities, from our members. The interests of our members' customers are at the heart of our work.

UK Finance is the UK representative on a number of international trade associations including the European Banking Federation, the European Cards Payments Association, the European Payments Council and the International Banking Federation.

Our purpose

To champion a thriving banking and finance industry, acting always in the best interests of consumers, businesses and wider society.

Our values

- Integrity:** We act transparently and ethically for the good of our members as well as their customers and wider society. We seek to enhance trust in the banking and finance industry.
- Excellence:** We lead from the front as a beacon of quality, inspiration and best practice.
- Leadership:** We are proactive and innovative in helping to shape tomorrow's banking and finance landscape

Job purpose

The Economic Crime team within UK Finance is responsible for leading the industry's collective fight against economic crime in the UK, including anti-money laundering (AML), anti-bribery & corruption, sanctions, fraud, law enforcement collaboration and information and intelligence sharing.

UK Finance currently provides to subscribing participants, fraud case management and intelligence sharing systems. UK Finance has initiated a project to replatform these systems.. This role will be a fixed term contract (initially six months with the potential to extend) within the project team which has been established to deliver the replatforming project.

Duties and responsibilities

General duties:

- Setting out scrum framework values and agile practices in the Project Team
- Facilitating meetings and decision-making processes and eliminating team impediments.
- Planning and organising demos and facilitating product/system testing
- Tracking project processes, deliverables, and milestones
- Preparing and presenting status reports to stakeholders
- Scheduling meetings, preparing meeting agendas, creating options papers, sending meeting notes
- Extensively working with internal and external stakeholders to progress actions and resolve bottlenecks
- Support both Technical and Business Readiness activities for the Project
- Ability to lead Project workstreams independently

Skills and competencies

- Previous Project Management / Scrum master experience essential
- Experience in Business change essential
- Experience working as a hybrid Business Analyst/ Project Manager preferred
- Previous track record of managing internal and external senior stakeholders
- Working knowledge of agile methodology preferred
- Excellent MS Office skills
- Good people skills.
- Strong communication and presentation skills.
- Strong analytical and problem-solving skills.
- Ability to deliver Projects and Workstream goals independently