

Project Manager & Business Analyst

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a Project Manager & Business Analyst:

Responsibilities

Our client requires the services of one consultant to support the Business Strategy and Project Management Division with the management of projects and general optimization as an organization:

- Project management services which will include:
 - Planning and coordinating project tasks to ensure their timely completion
 - Leading the creation of project deliverables
 - Identifying risk and managing issues related to projects
 - Providing status reports on project progress, risks, and issues
 - Preparing topics to be presented for decision-making by a project's steering committee
 - Liaising with the subject matter experts to gather business requirements and any other relevant input required for projects
 - Organizing and facilitating meetings and workshops
- Business Analysis & Design services which will include:
 - Gathering and documenting business needs, identifying viable solutions that address the business needs and/or contributing to the design and implementation of systems, processes, reports and controls
 - Advising on and participating in the operating model (re)design of individual divisions and/or the wider organisation, thereby analysing and preparing recommendations for in- vs outsourcing, organisational structure, IT architecture, value chains and processes
 - Optimizing front-to-back processes
 - Providing advice and expertise on industry best-practice operating models and their design
 - Supporting in its journey of becoming a strategy-focused organization

Deliverables

- Project Management deliverables:
 - Business case
 - Project charter
 - Project plan
 - Status report
 - Risk and issue tracking sheet
 - Resource allocation
 - Test plan
 - Project closure document
 - Project portfolio roadmap
- Business Analysis and Design-related deliverables :
 - Business requirements document
 - Process design
 - Process optimisation proposals
 - Operating model design: functional model, process model, value chains, technology model, people model, organisation design, sourcing model
 - New Tools and Instrument Approval document
 - Strategic plan

Skills

The Key Consultant will have the following profile:

- A minimum of 10 years' experience with project management and/or business analysis & design, in the Capital Markets industry
- Profound knowledge of and proven experience with operating model (re-)design for organisations (e.g. asset management firms, international financial institutions (IFIs) and (investment) banks)
- Excellent understanding of the levels of operational and financial performance of (international) financial institutions
- Track record of driving and realising organisational transformation
- Highly analytical, well-structured, and organised
- Reliable and flexible
- Team player while at the same time autonomous and a self-starter
- Strong stakeholder management skills
- Skilled in meeting and workshop facilitation experience
- Excellent English communication skills, both oral and written

Contact

- Please send your CV and cover letter to hr@lux-advisory.com