

Vacancy

Job title: Project Analyst

Location: Chichester

A vacancy has arisen for a Project Analyst to join the Tutman team in our Chichester office.

The focus of this role is to provide support to the TUTMAN project team and manage small projects, or assist with the management of larger projects. This will include:

- Shadowing Senior Project Managers for larger projects
- Managing more straightforward projects, such as share class launches and new manager appoints in existing funds
- Producing reports for the New Business Committee
- Maintaining the central project log
- Assisting with the organisation and preparation of service review packs
- Managing client queries
- Minute taking for project meetings and the New Business Committee

At times the role will additionally provide departmental support services to other staff.

It is essential that the job holder is self-motivated and a natural self-starter, with strong organisational skills. They will have high levels of attention to detail and be able to manage competing priorities effectively and within set deadlines. Strong written and verbal communications skills are also essential, alongside the ability to communicate effectively with staff and clients at all levels.

Relevant financial services industry experience would be preferred but is not essential.

To apply for this role or to request a full job description, please contact HR by email at: careers@thesis-plc.com.

Closing date for applications: 12th April 2021.