

Client project coordinator CFI Business Intelligence

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

Our people	Working with our clients our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.
Location	London
Engagement	Full time
Department	Business administration
Manager	BI Regional project coordinator
Job purpose	<p>As a client project coordinator, you will be part of an established high performing team accountable for coordinating all aspects of business administration associated with the lifecycle of a project. You will provide first class operational support along with enterprising solutions in respect of the project lifecycle; in particular, ensuring the swift and accurate administration of project data and client invoices and the appropriate use of systems and processes.</p> <p>Purpose of the client project administration team is to</p> <ul style="list-style-type: none"> ▶ Place the client at the centre of what we do making it easy and desirable to do business with us, ensuring we turn revenue into cash as quickly and efficiently as possible. ▶ Reduce the administrative burden to consultants so they can spend more time with our clients ▶ Ensure and maintain a system of governance for the accurate and timely use of systems and process inline with regional and global standards and polices
Tasks and responsibilities	<p>Client project coordination</p> <ul style="list-style-type: none"> ▶ Lead project set up process within enterprise systems (CRM, IBM & Dynamics AX) ▶ Coordinate data sites & project timelines

- ▶ Qualify supporting documentation & data
- ▶ Programme and maintain project budgets
- ▶ Liaise with intercompany offices
- ▶ Coordinate subcontractor administration
- ▶ Coordinate purchase order process
- ▶ Coordinate project reporting schedule
- ▶ Act as point of contact for project administration
- ▶ Provide ad-hoc support to project managers

Client project coordination – financial

- ▶ Lead end to end project invoice process
- ▶ Process project costs – subcontractor, vendor invoices
- ▶ Liaison to finance teams and credit control
- ▶ Qualify project data for financial reporting, project management & invoicing
- ▶ Qualify & approve client & I/C invoices

Client service

- ▶ Collaborate with client on-boarding procedure & liaise with clients administrative teams
- ▶ Qualify client documentation in relation to invoicing
- ▶ Ensure ease of transaction between Control Risks & client

Operational

- ▶ Support the implementation of standard operating procedures
- ▶ Identify issues with & exceptions to standard processes or procedures
- ▶ Identify systems errors, data issues and raise for solutions
- ▶ Provide training for enterprise systems & provide feedback to business

Knowledge and experience

Essential

- ▶ Prior administrative experience, ideally in related field.
- ▶ Ability to quickly assimilate & understand information and recognise what action is required

Preferred

- ▶ Prior experience of communicating with clients/ customers
- ▶ Prior experience of using internal enterprise systems

Qualifications and specialist skills

- ▶ Educated to A Level standard, degree desirable or similar experience.
- ▶ Strong IT skills including Microsoft Outlook, Word, Power Point and Excel; Viso & Sharepoint would be advantageous

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- ▶ Strong communication skills with the ability to establish effective and strong working relationships with internal and external contacts
 - ▶ Good organisational and prioritising skills
 - ▶ An ability to identify problems, understand the complete impact of them and see challenges through to a conclusion
 - ▶ Accurate with eye for detail
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Competencies

- ▶ Takes responsibility to analyse the situation to provide and or escalate the solution.
- ▶ Determines or knows field of own decision making, knows when to escalate or not.
- ▶ Responds to clients positively and is flexible, provides best possible service to clients; puts the client first.
- ▶ Seeks information. Considers the regional and global implications of what we do in our own areas if responsibility.
- ▶ Comfortable with change, adapts well to changing demands and maintains a positive personal style

See the intranet for full list of competencies:

<http://intranet.controlrisks.com/EmployeeServices/Pages/career-framework.aspx>

Behaviours

All employees are expected to display behaviours reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

How to apply

If your qualifications, experience and aspirations match our requirements, email a covering letter and CV, stating your current salary to:
cfi.recruitment@controlrisks.com
