

## Job description – Project Manager / Planner

Job Title	Project Manager
Location	London
Entity	Ultumus Limited
Reports to (Job title)	Head of Business Development
Direct Reports (Job title(s))	n/a
Date prepared	November 2025

### About the Role

We're looking for Project Manager/Project Planner who turns ambition into delivery. This isn't about filling in status reports, you will be engaging with both internal and external stakeholders to ensure the timely delivery of products and service to a wide range of clients.

You'll work directly with our Product Owners and development teams, translating product vision into actionable delivery plans across distributed teams, multiple workstreams, and cloud-native implementations. We are an ambitious group, with a target to triple revenues over the next 4 years. This is an individual contributor role focused on delivery excellence and influence.

### What You'll Own

- **Project delivery:** planning, execution, monitoring, across multiple teams and stakeholders
- **Roadmap management:** translating strategic objectives into detailed delivery plans with clear milestones, dependencies, and resource allocation
- **Risk and issue management:** proactively identifying blockers, dependencies, and risks; developing mitigation strategies and driving resolution
- **Stakeholder coordination:** managing expectations across technical teams, product owners, and external partners
- **Resource planning:** working with senior management to allocate development resources effectively across competing priorities
- **Delivery governance:** establishing and maintaining project frameworks
- **Process improvement:** identifying delivery bottlenecks, proposing solutions, driving adoption of better practices and tooling
- **Team enablement:** removing impediments, facilitating communication, ensuring teams have clarity on priorities and objectives
- **Budget and timeline management:** tracking project costs, managing relationships, ensuring delivery within agreed constraints

## Success Looks Like

- Direct: Projects deliver on time, within scope, and to quality standards - clear communication throughout, minimal surprises, stakeholders have confidence in your delivery
- Direct: Plans are realistic and adaptive - you balance ambition with feasibility, anticipate challenges, and adjust course intelligently when circumstances change
- Direct: Team productivity increases visibly - reduced blockers, clearer priorities, improved collaboration across functions, efficient ceremonies and processes
- Direct: Stakeholder satisfaction improves - transparent reporting, proactive communication, realistic commitments, delivery predictability
- Indirect: Platform capabilities enable faster time-to-market for product features through efficient project execution
- Indirect: Client retention benefits from reliable delivery cadence and reduced implementation risk

## Your background

Our ideal candidate will have most of the below. No one follows the same route in life, so don't be put off if you don't tick all the boxes.

- Experience: 5+ years in project management delivering complex software solutions in financial services or similarly regulated environments
- Technical fluency: Strong understanding of software development lifecycles, cloud architectures (AWS preferred), microservices, APIs, and modern delivery practices - you don't need to code but must speak the language
- Financial services: Some understanding of fintech project requirements - regulatory compliance considerations, data security imperatives, audit trail maintenance, transaction integrity
- Delivery methodologies: Proven track record with Agile, Scrum, Kanban, or hybrid approaches; ability to adapt methodology to project context rather than applying dogmatically
- Planning and estimation: Expert-level proficiency in project planning tools (Jira, Azure DevOps, MS Project, or similar), dependency mapping, critical path analysis, capacity planning
- Risk management: Strong experience identifying, assessing, and mitigating project risks; managing issues effectively; escalating appropriately with recommended solutions
- Stakeholder management: Excellent communication skills across technical and non-technical audiences; experience managing C-level stakeholders and external partners
- Resource coordination: Experience managing matrix teams, external consultants, and multiple workstreams simultaneously
- Budget management: Track record managing project budgets, vendor contracts, and financial reporting

- Documentation: Strong skills in creating clear project plans, status reports, risk registers, decision logs, and post-project reviews
- Process design: Experience establishing project governance frameworks, delivery ceremonies, and continuous improvement practices
- Change management: Ability to navigate organisational change, manage scope effectively, and maintain team morale through challenges

## You'll Fit If You

- Lead through clarity - your credibility comes from bringing order to complexity and making the path forward obvious
- Think in outcomes - you focus on what needs to be achieved and adapt plans accordingly, not rigidly following processes for their own sake
- Enable without micromanaging - you remove obstacles and provide direction while trusting teams to execute
- Anticipate problems - you identify risks early and have mitigation strategies ready before they become crises
- Thrive in fintech - you understand the stakes when projects involve real money and regulatory obligations
- Balance optimism with realism - you inspire confidence while setting honest expectations about what's achievable
- Communicate effectively - you distill complexity into clear updates that give stakeholders exactly what they need to know
- Adapt quickly - when plans need to change, you pivot decisively and bring everyone along with you

## The Setup

- **Scope:** 80% hands-on project delivery and execution, 20% strategic planning and process improvement
- **Autonomy:** High - you own delivery decisions and approach within established governance frameworks
- **Location:** Hybrid - London office 2 days a week, remote otherwise, may also require occasional travel to support client engagements
- **Team leadership:** Flexible - may lead project teams or PMO function as we scale