

PMO Analyst Job Description

As a PMO Analyst, your main responsibilities will be to track progress of all orders coming into the Project Office, monitor progress, co-ordinating delivery dates, and maintaining financial controls and systems including budgeting for all project expenditure.

Personal Spec

Previous experience of working in a large IT Project Office

Working knowledge of supporting infrastructure and build projects

Excellent communication skills

Organised approach and able to work under pressure

Duties & Responsibilities

Track progress of all orders coming into the Project Office, monitor progress and co-ordinate delivery dates

Maintain financial controls and systems for recording, monitoring, forecasting and budgeting of all project expenditure

Fully support infrastructure and build projects including administration, organisation of project meetings and minutes

Organise and facilitate closure of project and complete benefit analysis at the end of the project

Responsible for tracking performance against new SLA's, to ensure there are no delays of orders of infrastructure for critical work-streams

Maintain existing departmental and Project Office policies and procedures

Continue to update and improve project methodologies

Produce a weekly performance report and monthly Project Status report

Support all Project and Programme Managers with day to day running of project admin tasks

Review, collate, maintain and highlight changes to project plans