Role Description: Project Manager

Location: Dublin, Ireland

About CSS

CSS is a trusted global RegTech partner that uniquely brings together innovative technology- driven solutions to support financial services firms in navigating a clear and strategic path through the complex and fragmented global regulatory space. Our solutions and services help firms meet regulatory deadlines while optimizing compliance data, operations, and technology. CSS covers a full range of global compliance disciplines spanning fund reporting, transaction reporting, investment monitoring, compliance management, compliance services and managed services with a complementary, centralized approach to the strategic management of regulatory data called RBOR (Regulatory Book of Record). For more information on CSS, please visit: www.cssregtech.com.

CSS is now looking for a **Project Manager** with responsibility for assisting our clients using the software and services.

The successful Project Manager will draw on project planning skills, an understanding of financial business data in the regulatory space and superior communication abilities to serve as:

- A link between clients and the CSS organization
- A dedicated resource for client questions on software products, training issues, regulations, and financial data use during on-boarding process
- A coordinator of all implementation tasks, from initial client contact through project completion.
- A provider of knowledge and use of PM tools and techniques, instigation of project controls, identification of dependencies as well as production of project reporting.

Responsibilities:

- Serve as a conduit for information transfer between our clients, third parties (such as partners or service providers), and internal teams. This includes communicating release update information, client issues, and workflow improvement suggestions.
- Provide project management by organizing, planning, and executing all actions required to complete implementation initiatives.
- Perform secretariat duties for Committee and other assigned meetings to include agenda preparation, collation & distribution of MI and reporting documentation and accurate minute taking
- Drive productivity by coordinating between client and internal resources to ensure successful meetings and interactions and project progress
- Direct and control all work performed. Report and escalate progress / issues to management, as needed. Complete weekly KPIs/ Status reports

Key Attributes and Qualifications Required:

- 3+ years of financial services/project management experience.
- In-depth knowledge of our client base, including Hedge Funds, Private Equity Funds, Fund of Funds, and Fund Administrators.
- An understanding of financial services business data as it relates to regulatory requirements.
- Experience implementing enterprise software systems.
- Familiarity with Microsoft technologies (SQL Server, IIS, .NET, Etc.) {preferred not essential}.
- Familiarity with software development life cycle (SDLC).
- Extreme attention to detail.
- Excellent verbal and written communication skills.
- Able to work effectively under pressure.
- Able to coordinate multiple projects at once.

Key Qualifications Preferred:

- Bachelor's degree (Finance or Social Sciences preferred).
- Strong experience in Programme/ Project Management preferred. Prince2 Certification / Project Management Professional (PMP) certification is preferred
- Literacy in the following software packages: Outlook, Word, PowerPoint, Excel, Visio, Project {Preferred not essential}

For immediate consideration, send your CV/Resume to: careers@cssregtech.com
Please include the job title in the subject line of your e-mail.
CSS is an equal opportunity employer