



## Project Manager

We are searching for an experienced project manager with strong leadership qualities to cultivate stakeholder relationships and drive the successful planning and delivery of multiple projects across all teams.

This role is pivotal in building team and departmental accountability across every single project, and ensuring that all projects are mapped effectively, and executed with robust resource management, to agreed budgets and timescales.

### Key Responsibilities

- Take overall responsibility for the management of all new projects from initiation to delivery.
- Take part in initial new project meetings; Create, manage/track project plans in an Agile environment to include marketing communication, operations and development etc.
- Build strong productive relationships with the managers, project team members and other members of staff within Caxton, and some external third parties in order to deliver effective solutions based on a deep understanding of the business drivers for each party.
- Understand Scrum Agile development cycle and how it fits with delivery.
- Plan, map and execute robust resource management to enable the consistent and successful execution of projects within agreed budgets and timescales and in challenging adverse market conditions.
- Create, track and report against business roadmaps and strategy and the KPI's for each project.
- Provide financial oversight; create and manage project budgets, resource profile and partner with finance colleagues to ensure projects are operating within agreed costs.
- Develop process improvements that reduced operating costs and efficiency.
- Identify and manage project risk; develop contingency plans.
- Identify and resolve business, IT and supplier issues in order to ensure that projects can be delivered on time and within the budget. Provide updates (via Scrum master and Service Delivery Team) and deliver all updates to the directors.
- Lead teams in conducting strategic analyses of products, services, processes and formulating strategic recommendations and roadmaps.
- Provide management with regular updates on progress of the projects status – act as the link between the directors and project teams or leads.
- Ensure the project implementation is consistent with business objectives, in line with the business roadmap.
- Drive the projects by leading by example, and motivating all concerned until the project accomplishes its goal.

### Skills & Experience

- Recognised qualification in project management, and a track record of working in a fast paced environment with multiple projects, challenging timeframes deliverables and cross functional teams.
- Understanding of Agile methodology, Scrum and Kanban processes.
- You will have good influencing and partnering skills that encourages departmental leaders and stakeholders to positively respond to questions and your requests to meet deadlines.
- Excellent written and verbal communication skills, able to work with people at all levels within and external to the business.
- Bright individual, with gravitas and the ability to influence and gain credibility within the



business.

- Financial management & budgetary control.
- Experience of managing third-party and supplier relationships, and negotiating contracts where possible to reduce costs.
- Innovative and logical – able to ‘think outside the box’, and challenge the status quo when deemed necessary.
- Proactive, persistent with a hands-on ‘can do’ energy.
- Comfortable and confident in presenting to management at operational board meetings.
- Results driven attitude, with the determination to succeed in a fast paced multi-project environment where the pace of response and leadership is critical to success.

## About the company

Caxton FX is a multi-award winning fin-tech FX company that has become an entrepreneurial success story.

Founded in 2002, Caxton FX now turns over circa £1 billion revenue with hundreds of thousands of clients. Our reputation for great value and amazing service is based on the strong work ethic and excellence culture of the business.

The Caxton culture is open, honest, hardworking, professional and fun. With a growing team (currently 120), the company is going through an important and exciting growth phase which is focused on new product launches and geographical development. We want to hire the very best people from all sorts of disciplines to support our ambitious growth plans so if you are the best at what you do then we want to hear from you.

### Our benefits include:

- Competitive basic (dependent on experience)
- 20 – 25\* days annual leave + bank holidays
- An annual educational bursary towards studying a professional or regulatory qualification
- Contributory Pension
- BUPA Health Insurance OR a Cash Plan
- Free Breakfast

### Working Hours and Environment:

- Monday to Friday 8.30 to 5.30pm (with some variation), with one hour for lunch
- Open plan office
- Office in a central location in Victoria
- Regular social events

Visit [caxtonfx.com](http://caxtonfx.com) for further information on our products and services.

To apply, please send your CV and short covering letter to [careers@caxtonfx.com](mailto:careers@caxtonfx.com)  
Applicants must be eligible to work in the UK