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Deputy Project Manager

Ref: MC/MS/089

Type: Permanent

Place of Work: Wiltshire

Description:

- Act as deputy to Project Manager
- Specific responsibility for Business Management aspects of role including finance, personnel, training, contract performance and performance, quality and additional work packages outside of core tasks.
- Lead manager for contract competition and/or move to partnering contract.
- Responsible for Site Operations and their associated sub-contracts working with Operations Manager.
- Responsible for all financial aspects of the project.
- Responsible for training, competence and succession planning.
- Liaise with APCPM and section managers and issue monthly company reports to required deadline.
- Review and issue monthly company reports.
- Review monthly sales figures for Managed Services Director (head office).
- Approve timesheet information from MASS employees and sub-contractors.
- Review customer billing information on a monthly basis. Ensure information is forwarded to accounts department on 1st of each month.
- Ensure additional billing on receipt of contract amendments from customer commercial/financial department.
- Review travel records for all contractor staff including issuing travel forms, seeking relevant customer approvals, and estimating travel costs.
- Ensure control of invoices with sub-contractors.
- Liaise with section managers requesting input to quarterly reports.
- Approve and issue quarterly report to required deadline.
- Review KPIs and agree with customer representative.
- Ensure maintenance of personnel records

- Approve Petty Cash expenditure.
- Responsible to PM for admin support to contract.
- Assist Operations Manager with quality system.
- Line Manager for Operations Manager and Assistant to PCPM.

Skill Area	Mandatory Skill Requirements	Desirable Skill Requirements
Hardware		IT Strategy, Windows, VMS & UNIX
Software	Microsoft Office	control-ES
Tools & Methodologies		Software Development
Apps		
Markets	Defence	
Other	Knowledge and experience in ISO 9001:2000 Experience in partnering	

Other Information	
Start Date:	ASAP
Salary/Rate:	£50K negotiable
Duration:	
Experience:	Project Management; Line management
Qualifications:	Degree or equivalent

Please click on the above button to apply for this vacancy, or send an email to knowell@mass.co.uk quoting the reference number. Please attach your CV as a Word document or a RTF file.