

**Vacancy Number: MSMS 2021-046**

**Location: London**

**Job Description: Associate User- and Contract Management**

<b>Business Area:</b> Organisation & Controls	<b>Review Date:</b> September 2021
<b>Functional Title:</b> Associate User- and Contract Management	<b>Corporate Title:</b> Associate
<b>Ultimate Reporting Line:</b>	Head of Organisation & Controls
<p><b>Responsible For:</b></p> <ul style="list-style-type: none"> <li>• Support on Implementation of Group wide User- and Contract Management Tools</li> <li>• Day to day Management of Group wide User Access Rights to Internal and External Systems</li> <li>• Coordination Review of Group wide existing Vendor / Supplier Contracts and support of procurement processes</li> </ul>	
<p><b>Explain who will cover the role when current individual is absent from the office:</b></p> <p>Head of Organisation &amp; Controls</p>	
<p><b>Purpose (a brief encapsulation of what the jobholder is required to accomplish):</b></p> <p>This person's responsibility will mainly focus on supporting the Company Group to implement and manage new tools for the Group wide User Access Rights as well as a global Contract Management.</p> <p>It is important to manage multiple deliverables to meet pre-agreed deadlines and deliver a consistent high level of internal service to the business areas, whilst adhering to policies and procedures.</p> <p>Meeting commitments, working independently, taking accountability, staying focused under pressure as well as showing the ability to adjust plans to meet changing needs.</p>	

**Core Responsibilities:**

User Management:

- Support Development and Implementation of a User Management Tool
- Collecting as is status
- Support Improvement of new starter / leaver process
- Support Implementation of a Change Request process for User Access Rights
- Day to day management of User Access Rights and IT Inventory incl. Administrator Access Right responsibility
- Coordination of Recertification Processes
- Support IT department and Information Security Officer with respect to any topics related to User Management / IT Hardware Management

Contract Management:

- Collection of all Group wide contracts and extracting relevant data with support from local offices as needed
- Support on Research / testing / implementation of a tool for contract management
- Day to day Management of contracts, i.e. coordinating review dates with contract owners
- Support procurement processes
- Development of internal forms to improve process for Contract Management
- Coordination with Legal, IT department, Information Security, Data Protection and Compliance Officers where and when needed

**Skills and Competencies** (Key skills, competencies and attributes required for success):

- High Affinity and very good understanding of IT infrastructures and Software products including needs to fulfil Information Security and Data Protection requirements
- Ability to analyse and manage data with support from MS Office Products, i.e. Excel and Access
- Ability to quickly build up an internal network and establish good working relationships with the points of contacts in all business areas and across all locations
- Ability to adapt quickly and efficiently to business areas specific requirements and objectives.
- Proven ability to self-organize, manage multiple tasks whilst maintaining high levels of accuracy and adhering to tight timescales.
- Highly motivated and proactive 'can-do' attitude
- Develop and keep up-to-date high-level understanding of markets and products covered by the group
- Ability to work in a multicultural and international environment

**Essential Approved Persons Examinations** (e.g. FSA, CFA): N/A

**Professional Examinations required** (e.g. ACCA): N/A

**Other skills required, essential or desired** (e.g. languages):

- Very good written and spoken communication skills in English language are essential
- Additional language skills in German, Spanish and / or Greek would be desirable
- Proficient working understanding of MS Office products is required and working experience of M365 tool kit would be desirable although not essential

**Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.**

**Mount Street are committed to a diverse and inclusive workforce which truly represents the environments in which we live and work. Through this diverse team we are able to grow, learn and understand better individual differences, life experiences, knowledge and expertise. Our employees invest in the work they do and Mount Street invests in them. When recruiting for our team, we openly welcome all candidates and their unique contributions irrespective of education, culture, ethnicity, race, sex, gender identity and expression, age, colour, religion, disability, sexual orientation, beliefs or any other personal characteristic.**