



We are looking for:

## Portfolio Analyst (Reporting, Change Control & Finance) (m/f)

Workplace: Kraków | Department: Central Systems

Capita is a leading business services provider with around 70,000 employees, operating in the UK, Europe, India and South Africa. Capita Polska supports clients across a range of sectors, including education, transport, health, life and pensions, insurance, and other private and public sector organisations. Recognized as most dynamically developing BPO in Poland, awarded by Outsourcing Stars and CEE Awards.

Capita is currently recruiting motivated individuals for the position of:

## Portfolio Analyst (Reporting, Change Control & Finance) (m/f)

At Capita we are currently developing a new breed of CIO function, where we trust our people to enable our entire business by delivering a first-class customer-focused service for all our corporate IT systems. Under the Group CIO, we are undertaking a transformation programme of our IT estate including moving to cloud-hosted applications, migrating our desktop and laptop estate to a common Windows 10 build, leveraging the power of Office 365 for mobile working and collaboration as well as rolling out a refreshed hardware estate to keep the business running.

### Responsibilities:

- Obtaining internal reporting requirements and ensuring business questions can be answered
- Maintaining and incrementally improving reporting solutions that provide data, insight and intelligence in accessible and influential formats; advising, guiding, and challenging the Portfolio on priorities, where to focus attention and close-proximity decisions/issues
- Management Information, centred on all financial aspects; analysing financial data in the Portfolio together with the IT Team
- Using spreadsheet and project management software to set up detailed MI on the overall Portfolio; producing planned and updated portfolio summary reports, including cost breakdowns and summaries
- Maintaining programme and project files; servicing project control boards, project assurance teams, and quality review meetings
- Administering portfolio change control, reviewing processes and recommending changes
- Being involved in aspects of supporting a programme by providing a cross-programme view on risk, change, quality, finance or configuration management

### Requirements:

We are looking for people who not only know how to bring a team together to deliver great service to our customers but can also support us in developing the team and its culture. We need people who understand technology, processes and organisational problems and are driven to fix them, whilst, at the same time, coaching our customers and supporting our suppliers to move in a better direction.

- Min. 2 years of working in a Portfolio Office, Programme or Project Management Office, programme support, programme administration or a similar project environment
- Experience in producing and maintaining portfolio/programme plans, documentation and management information for governance boards
- Good working knowledge of MS Office, especially Excel and Power Point

- Strong analytical skills; experience in Financial Analysis would be advantageous
- Experience of working with project supply and demand, budgets, forecasts and trackers and providing reports of financial and/or supply and demand data would be advantageous
- PRINCE2 or otherwise suitably qualified and demonstrable experience in project leadership and use of structured delivery methods
- Educational background in Finance would be an asset
- Strong communication skills in English – both oral and written
- Flexibility and responsiveness to change

## Benefits:

- Travel to various locations in the UK on occasion
- True work-life balance (8-hour workday with a 30-minute lunch break included)
- Great atmosphere
- Work place in the city centre at Lubicz 23 – about 2,500 paces from the main square
- Diversity - we support a wide variety of industries, customers, projects and geographies - thus, you have many options to choose from
- Access to free in-house English classes, with our dedicated English Trainer
- Social activities after work – you can find something for yourself
- Opportunity to become one of the internal Trainers
- A multinational environment, with strong ties to UK business culture
- LuxMed medical healthcare
- Multisport Plus or Classic and MultiKafeteria benefit systems
- Free Fruit Mondays

If this sounds like you then apply [\[HERE\]](#)

**Please make sure your CV contains one of the following clauses:**

**It is noted that the basis for the processing of your personal data in this recruitment process is your voluntary consent. For these reasons we would like to ask you to append the following consent clause to your application documents:**

- I hereby freely and consciously give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of recruitment to the position of **Portfolio Analyst (Reporting, Change Control & Finance) (m/f)** for a period of 6 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

**Moreover, it is noted that in case of your wish to participate in future recruitment processes, it is compulsory to additionally append the following consent clause to your application documents:**

- I hereby give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of future recruitment processes for a period of 12 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Good luck!

