



Le Groupe Baloise Assurances à Luxembourg souhaite engager pour entrée immédiate ou à convenir :

IT Program Management & Financial Controlling Officer (m/f)

→ Contract Type : CDI – Full-time

You have a passion to combine projects with financial controlling.

Your function will be within the Baloise Luxembourg IT department, part of the IT PMO-Finance team.

You will coordinate, facilitate and control the good governance of the Luxembourg IT Financial Budget, Project Portfolio (› 15'000 man/days/year) & Internal Communication Strategy.

Main Responsibilities

Financial Controlling & Procurement

- Manage and control of the invoicing processes with regards to run and project expenditures.
- Control, enrich and report on monthly financial situation of the IT departments expenditures.
- Participate in Group improvement projects together with the head-office and the other Baloise entities.
- Contribute to manage the life cycle and the monitoring of the contracts (service, maintenance).

Project Management Office (PMO):

- Prepare quarterly Project portfolio reportings in order to enable the IT Business Line Managers to re-prioritise/adjust with their respective business sponsors and report to the Executive Committee.
- Manage and control the timesheeting in the agile teams.
- Participate improvement projects in Luxembourg with regards to the good Governance and adapting the ways of working to the Agile ways of working.

Internal Communication

- Manage, conduct, organise and coordinate the internal communication channels within IT.
- Collect, centralise and share IT KPIs

Your profile

- Master degree in Economics, Communication or Information Technology.
- 1-3 years of work experience in a comparable function (or Finance).
- Strong interest in IT, competent handling of MS Office 365 Suite. Knowledge of Agile tooling (e.g. Jira) is clearly an advantage.
- Interest in IT governance and project management dimensions.
- Strong relational/people skills
- Excellent analytical skills and experience to understand structure and prepare /explain complex topics
- Team orientation and strong communication skills
- Excellent communication and writing skills in both French and English; German (nice to have)
- Willingness to travel 2-4 days/month (no travelling required in these 'unusual' times).

For further details please do not hesitate to consult : www.baloise.lu/jobs.

www.baloise.lu