

# Group Project Systems Manager

## Logika Group

### Location: London

#### Role Location

The role is full time and on-site, based in our London office (near Farringdon underground station) with some travel required to our other offices.

#### The Company

Logika Group is a leading independent environmental consultancy, underpinned by a growing team of experts in environmental policy, strategy, design, and assessment.

With offices in London, Bristol, Warrington, Brighton, Leeds and Belgium, Logika Group comprises four specialist sister companies: Logika Consultants, Air Quality Consultants, Noise Consultants, and Logika Europe.

Over the last 30+ years, we have achieved sustained growth and honed our provision of high-quality services, while securing a large volume of repeat business from satisfied clients. We were recognised as a 'top 25 leading player' in UK Environmental and Sustainability Consulting by Environmental Analyst.

We pride ourselves on being able to:

- Employ the best people to provide the highest quality advice
- Provide a personal service
- Deliver meaningful work to a high technical standard, which protects and improves the environment
- Design innovative cross-disciplinary solutions

With a proven track record of success, Logika Group has been involved with UK Government expert groups and European Commission working groups, provided expert evidence at Public Inquiries, and helped clients gain planning consent for thousands of projects.

Logika Group is underpinned by our values of **Community, Collaboration and Integrity** – developed by our staff members to reflect our shared principles, approach to our work, and positive company culture.

#### The Role

This role is responsible for ensuring the accuracy, consistency, and integrity of all data related to group consultancy projects and their workflows, particularly during a period of system change and software configuration.

You will take ownership of project data and reporting across the Group, ensuring all information is reliable,

up to date, and supports effective decision-making.

### **Key Responsibilities**

- Act as a superuser for our new project management software, providing support, guidance, and ad hoc training to colleagues following the system migration.
- Drive continuous improvement by establishing scalable processes, optimising the use of our new project management software, and building a high-performing function aligned with business needs.
- Manage and develop the project finance team (currently one direct report), providing direction, support, and development to build capability as the function grows.
- Serve as the primary point of contact for project data, responding to internal and external queries on project status and performance.
- Take ownership of project financial management from initial setup through to reporting. Monitor and review the setup of new projects to ensure configuration is accurate, and work closely with project teams to ensure strong financial controls and compliance with governance standards.
- Collaborate across the Group by holding regular meetings with project managers to review performance and challenge inconsistencies in project data (e.g. WIP, invoices, and budgets).
- Participate in client meetings as required, leading discussions on project financials, forecasting, and change management.
- Support the finance team by improving forecasting accuracy, assisting with debt collection, and monitoring working capital through regular WIP reviews.
- Ensure the accuracy and effective management of the Group's central purchase order process.
- Provide additional support to the Operations Manager, Leadership Team, and Finance Director on ad hoc tasks and projects.

### **Skills and experience required**

- Excellent organisation skills with the ability to manage workloads efficiently in a fast-paced, deadline-driven environment.
- Self-motivated and initiative-taking, with a track record of taking initiative and driving tasks through to completion.
- Proficiency in Microsoft Office tools—especially Excel —along with confidence in learning new digital platforms and systems.
- Previous experience of using Deltek Vantagepoint is ideal, but not essential.
- Exceptional attention to detail, particularly in reviewing and interpreting large amounts of data and

reports. Experience of ongoing monitoring of complex projects and data sources would be desirable.

- Strong verbal and written communication skills, capable of liaising confidently across all levels of the business and multiple stakeholders.
- Sector experience is not a prerequisite but would be advantageous.

### **Qualifications**

- Degree level education is desirable

### **What we offer**

We are a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

Alongside a competitive salary, we offer a range of formal benefits and training, and development programmes to enhance employee satisfaction and professional development. These include, an enhanced pension scheme, private medical insurance, competitive annual leave entitlement which grows with length of service, additional annual leave purchase scheme, rail and bus season ticket loans, cycle scheme, group life assurance, staff training and CPD programme, employee recognition awards, social value programme and more.

Furthermore, we ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders, and readily available support through our Employee Assistance programme.

Logika Group's Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **How to apply**

Please apply using the application form on our website – [www.logikagroup.com/careers](http://www.logikagroup.com/careers)  
If you have any questions on the role and/or group, then send them through to [careers@logikagroup.com](mailto:careers@logikagroup.com).

Further information is available on our websites:

[www.aqconsultants.co.uk](http://www.aqconsultants.co.uk) | [www.noiseconsultants.co.uk](http://www.noiseconsultants.co.uk) | [www.logikaconsultants.co.uk](http://www.logikaconsultants.co.uk)  
[www.logikagroup.com](http://www.logikagroup.com)