



Job Description:

Title: **System administrator / Network manager / Programmer**

Reporting to : eProgramme Manager

Staff Responsible for: variable

Background Information on mi2g software as a company:

mi2g software works with financial services groups, both large and small, to change and eEnable their entire business. We automate our clients' business in such a way that they and their customers can use the World Wide Web both to increase their business volume and reduce their overall cost base.

Our eBusiness Solutions Engineering pays particular regard to security. We advise on the management of eRisk, and incorporate Bespoke Security Architectures in our solutions.

Our clients are mainly from the banking, insurance and reinsurance sectors. We build highly secure intranets and extranets, eCommerce communities and data warehouses that are specifically constructed for data mining, Customer Relationship Management and cross-selling.

The company's ethos is to employ innovative, hard working and dynamic individuals who are able to work in a team environment. They can expect to be given responsibility at an early stage and to contribute ideas and solutions to concepts and problems.

Purpose of the Job: The role within mi2g software is to manage an eCommerce project with financial institutions based in Europe and North America, which form part of a client account. The individual will be the focal point of contact for eBusiness activity for those financial institutions and report directly to the Project Director.

Skills:

- System administrator / Network manager / Programmer
- Windows 2000 Servers and Workstations
- Linux Redhat servers
- Exchange 2000 management
- Web mastering
- PHP / MySQL / Perl / C / HTML / Javascript programming
- Backup and Restore procedures
- Helpdesk and user support

Duties & responsibilities: Define, specify, implement and support critical aspects of the client's eBusiness project.
Scope the project from business requirement outlines, "prototype listing critical business needs to go live and listing technology needs to



go live
Provide project definitions for Interfaces, process rules, "standards, data relationships.
Lead, motivate and manage teams and support all aspects of the client's eBusiness project
Take responsibility for client satisfaction for all work conducted by mi2g software and/or its subcontractors
Work with teams and subcontractors to ensure everyone understands the project 'end-goal', to ensure delivery to the client on time and within agreed budgets
Regular visits to Client sites presenting to senior executives on behalf of mi2g software

The ideal Candidate should have:

Demonstrable eCommerce track record and excellent knowledge implementing online financial services applications.

Previous experience of documenting functional specifications for an eBusiness project.

Have knowledge and aptitude for XML and interfaces with legacy Systems and Creation of a high level design that can be utilised for on and off-shore development.

Ability to discuss advantages and disadvantages of a specific technological approach

Previous experience of large account or internet project handling and excellent knowledge of eBusiness implementation

Demonstrable track record of account team man management

Excellent organisational, communication and time management skills

Person Specification:

A good understanding of:

- ✓ eBusiness strategy
- ✓ b2b financial services vending
- ✓ Internet Security

Nice to have:

- ✓ Customer Relationship Management software
- ✓ Insurance Markets knowledge

Ability to present:

- ✓ Budgets and Plans
- ✓ Schedules
- ✓ Business Models

Degree in any of the following from a recognised university:

- ✓ Computing
- ✓ Engineering
- ✓ Information Systems Management

The essential attributes for this role are:

- A formal business training
 - An attitude of getting things done
 - A strong ambition and commitment to the role
 - An ability to search & find problems
 - A strong team player with the ability to train, tutor & lead
 - Innovative ideas followed by clear planning & implementation
 - Strong leadership and presentation skills
 - Ability to thrive under pressure
 - International mindset
 - Self motivation and a determination to succeed
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- **Personal Skills:-**
 - Highly numerate
 - Good team player
 - Able to communicate at the highest level and to sell your ideas to those who need to be persuaded of your viewpoint
 - Good at building relationships
 - Entrepreneurial

 - **Circumstances:-**
 - Live within 60 minutes of the office
 - Prepared to work the necessary hours to deliver the agreed targets
 - Able to work the odd weekend if necessary
 - Good health – health check will be undertaken

Salary Package: £+ incremental increases as experience grows

Hours of work and holiday entitlement

- 20 working days holiday rising to a maximum of 24 days
- Hours 9:00am to 6:00pm Monday to Friday

Company Benefits:

- On going personnel development and training