

Job Description: Senior Program Management Officer (PMO)

- **Location** – Remote (Hybrid requirement - to work from Chennai, India office for 1 week every month).
- **Experience** – 10+ years
- **Qualifications** – Graduate level

The Company

[PopUp Mainframe](#) is a cutting-edge mainframe modernization product. PopUp Mainframe enables customers to create mainframe environments on-demand and deploy them anywhere, including in the cloud. PopUp Mainframe is a game changer for organizations which rely on mainframe as it removes the bottlenecks surrounding mainframe environments and helps accelerate the pace of mainframe change. PopUp Mainframe is a privately held IT software and services company, based in the UK and India, delivering engagements globally. We have a full pipeline of new projects and are actively growing both our product and delivery capability.

The Role

As the **Senior Program Management Officer (Senior PMO)**, reporting directly into the **CEO**, you will play a pivotal role in leading the PMO and ensuring the successful governance, delivery, and continuous improvement of our software delivery portfolio. Working within a fast-paced Independent Software Vendor (ISV), you will provide oversight across customer implementations, internal transformation initiatives, product development projects, and strategic programmes.

As a highly-organized self-starter, you will partner with Sales, Finance, Product Management, Software Engineering, Professional Services, and Executive Leadership to ensure projects are delivered on time, within budget, and aligned with business priorities.

The role combines strong financial governance and portfolio management discipline with a pragmatic, delivery-focused approach suited to modern software development environments.

Key Responsibilities

Financial Governance

- Manage the financial governance of the project and programme portfolio, ensuring robust financial controls are maintained throughout the project lifecycle
- Raise and manage Purchase Orders (POs) for project-related expenditure, ensuring compliance with company procurement policies and approval processes.
- Monitor supplier invoices and liaise with Finance to ensure timely processing and payment
- Prepare and issue customer invoices in accordance with contractual milestones, Statements of Work (SoWs), maintenance agreements, and implementation schedules
- Work with Professional Services teams to ensure billable activities are accurately captured and invoiced
- Reconcile project costs, customer billing, and supplier expenditure to ensure financial accuracy.
- Track project budgets, committed spend, actual costs, and forecast expenditure, highlighting variances and recommending corrective actions where required
- Support monthly financial reporting, including revenue forecasts, project profitability, work-in-progress (WIP), deferred revenue, and resource utilisation reporting

- Assist preparing business cases, investment proposals, and financial modelling for strategic initiatives
- Collaborate with Finance to support month-end and year-end reporting activities
- Ensure customer Purchase Orders are received, validated, and accurately recorded before project commencement where required
- Monitor project burn rates and utilisation against contracted services and budgets
- Produce regular financial dashboards and reports for senior leadership, highlighting portfolio performance, project profitability, invoicing status, outstanding debtors, and financial risks
- Support contract administration by ensuring project financial records align with customer agreements, Statements of Work, and change requests
- Maintain accurate records across project and finance systems, ensuring audit readiness and compliance
- Identify opportunities to improve financial and operational processes and commercial governance

Portfolio Governance

- Maintain and continuously improve the PMO governance framework
- Ensure projects follow agreed delivery methodologies and governance standards
- Manage portfolio health reporting across all programmes and projects
- Support portfolio prioritisation aligned with business strategy
- Facilitate governance forums, steering committees, and executive reviews

Risk, Issue & Dependency Management

- Maintain portfolio-level RAID logs
- Ensure risks are identified, assessed, and actively managed
- Escalate significant delivery risks appropriately
- Coordinate management of cross-functional dependencies

Continuous Improvement

- Identify opportunities to improve project delivery practices
- Own and develop PMO templates, standards, and reporting
- Promote lessons learned and retrospective activities
- Support PMO maturity initiatives
- Encourage adoption of best practice across delivery teams

Success Measurements

Your success helps build our success – and the role's KPI's will include:

- Consistent delivery of portfolio reporting
- Accurate financial reporting
- Successful governance of software delivery projects
- Improved project predictability and visibility
- Effective management of portfolio risks
- Resource planning effectiveness
- Stakeholder satisfaction
- Delivery of PMO process improvements and increased PMO maturity
- Successful support of customer implementation programmes

Qualifications and Experience

You will possess a wealth of talent and expertise already – including the following:

- Degree or equivalent professional experience is essential
- Project or program management qualifications would also be desirable, such as PRINCE2, Project Management Professional (PMP), Portfolio, Programme and Project Offices (P3O), Management of Risk (MoR), ITIL Foundation

Required Skills

- Significant experience working within a PMO in a software environment.
- Experience supporting multiple concurrent software delivery projects and customer onboarding programs
- Microsoft Office, in particular Teams, Excel, Project, and PowerPoint
- Excellent portfolio governance experience and strong financial and commercial acumen.
- Advanced reporting and analytical skills.
- Excellent executive and operational stakeholder management and reporting abilities.
- Strong organizational and planning skills

Useful Skills

- Harvest software tool
- Xero Accounting
- Azure DevOps
- Enterprise Software implementations
- Customer onboarding programmes
- ISO 27001 or regulated software environments

Core Competencies

- Strategic thinking
- Attention to detail
- Exemplary spoken and written communication
- Stakeholder engagement and collaboration
- Commercial awareness
- Analytical mindset
- Problem solving
- Decision making
- Adaptability
- Continuous improvement

Why Join Us?

At PopUp Mainframe, we are positive and ambitious. As the Senior PMO, you will help shape how we deliver innovative technology solutions to our customers. You will work with talented Engineering and Delivery teams to deliver customer success and strategic initiatives that directly contribute to business growth. This is an excellent opportunity to join a collaborative, cutting-edge technology company and make a measurable impact by driving delivery standards, improving governance, and enabling high-performing teams to deliver exceptional software products and customer outcomes.

Applications should be emailed to info@popup-mainframe.com