



WE ARE HIRING!

ROLE - INTERN - PROJECT MANAGEMENT



WealthOS is a cloud-native, core wealth management SaaS platform that is revolutionizing the wealth management industry for clients in the UK, US, and Europe. We're building next-generation, enterprise-grade solutions, and we're looking for a motivated and highly detail-oriented Project Management Intern to join our team.

KEY RESPONSIBILITIES

- **Agile Scrum Management** - Act as the Scrum Master when required, ensuring effective facilitation and team engagement. Follow up on action items raised during daily stand-ups and sprint retrospectives, creating Slack threads to track progress. Support Scrum ceremonies, including daily stand-ups, backlog grooming, sprint planning, and sprint retrospectives
- **Task and Resource Coordination** - Assist in creating and updating resource planning documents and reports. Double-check key deliverables and dependencies before sprint planning to ensure readiness. Coordinate with team members to gather updates for milestone tracking and project status reports such as SteerCo slides.
- **Client Communication and Relationship Management** - Assist in client communication, including effort estimations, milestone tracking, and RAG reporting.
- **Organisational Certifications** - Support setting up and maintaining organisational certifications such as ISO27001 and SOC.
- **Learning and Development** - Gain knowledge of key wealth management concepts, core features, and personal financial well-being to support project-related discussions.

YOU MIGHT BE THE 'ONE' IF:

- You have a collaborative, positive attitude - we are a close-knit team, and are looking for someone who wants to grow with us.
- You aren't afraid to try new things and make mistakes.
- You are highly motivated, eager to learn, and have a strong work ethic.
- You are pursuing a degree in Business, Statistics, Information Technology, Computer Science or a related field.
- You have strong organisational skills and attention to detail.
- You have excellent communication skills, both verbal and written.
- You have the ability to manage multiple tasks in a fast-paced environment.
- Familiarity with Agile methodologies and tools (e.g. Jira, Confluence) is a plus.
- You have an interest in financial technology, wealth management, or project management.

Ready to join the WealthOS team?
Apply now by [completing this assessment](#)

