

## Business Manager

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Company: Amentum

Location: Al Jahra

Category: other-general

**Purpose:** We have an exciting opportunity supporting one of Amentum's largest programs in Kuwait. A key member of the program management team, the Business Manager operates as a member of a highly collaborative, cross-functional team overseeing the financial execution of the program ensuring both project profitability and customer delight. This position requires a self-starter with excellent analytical and communications skills, capable of interfacing with senior management, while planning, executing and coordinating concurrent activities with time critical schedules and deadlines. Location – Kuwait.

### **Essential Duties & Responsibilities:**

Ensure fulfillment of contractual obligations and program/customer objectives including cost, quality and schedules while maintaining company profit requirements.

Provides business analysis, recommendations, and solutions to the Program team in the successful execution of contract requirements.

Manages contract staff in cost estimating, financial analysis, sales and profit forecasting, budget planning and financial metrics analysis at the program level.

Develops business financial plans for project(s) within a business sector and/or strategic business unit (SBU).

Ability to interact effectively with multiple levels of management from first line supervisors to senior company managers.

Coordinates with functional departments, establishing and tracking metrics to improve financial

performance of the program.

Provides independent, objective analysis to company leadership especially regarding matters of financial risk to the company.

Assists with the implementation and maintenance of contractual modifications, responding to customers' needs/requests, and participates in the negotiation of contract changes.

Coordinates the preparation of proposals, business plans, proposal work statements and staffing requirements, operating budgets and financial terms/conditions of contract.

Acts as primary customer business contact for program activities, leading business review sessions with senior management and customers to discuss cost, schedule, and business performance.

Supervises the development of pool level budgets for the business element for direct / indirect expenses and provide analysis of actual performance.

Develops program level corporate briefings and reports as required.

Understands and keeps up to date on local labor laws for Kuwait and other locations being performed as needed.

Ensures project setups and subcontract agreements are structured and accounted for properly for revenue and billing per customer CLIN structure.

Meet contract deliverables by specified deadlines.

Ensure and track cash flow on project.

Assists in the development of new business opportunities and/or the expansion of services with the customer.

Performs other related duties as assigned.

### **Minimum Position Knowledge, Skills & Abilities:**

#### **Education:**

Bachelor's degree in finance/accounting and at least 10 years of job-related experience or equivalent, required.

**Experience:**

Experience in Government contract management, procurement practices, cost accounting, financial management, and operations especially in challenging operating environments such as OCONUS locations.

Must have broad, technical knowledge of generally accepted accounting principles, cost accounting standards, government accounting practices, management control systems, government contracting issues, financial planning, computer systems, and auditing control techniques and principles.

Costpoint, Cognos, and Hyperion experience highly preferred.

Position may require travel.

**Specialized Knowledge, Skills & Abilities:**

Knowledge of FAR and DFAR. Excellent written and oral communications skills.

Advanced knowledge with Excel and working knowledge of word processing skills.

Organizational skills and the ability to perform detail-oriented work are required.

**Certification, License & Clearance:**

Valid driver's license required.

Tier 1 NACI required for all Citizens.

Citizenship required.

**Facility credentials/authorization required** Must be able to obtain and maintain facility credentials/authorization.

Note: Citizenship is required to for facility credentials/authorization at this work location.

**Work Environment, Physical Demands & Mental Demands:**

Ability to perform job duties efficiently and effectively.

Must be able to work in extreme environmental conditions including dust and high temperatures.

Must be able to endure long hours, exposure to weather and hazardous conditions.

Must be able to lift up to 50 Lbs.

**Other Responsibilities:**

Safety - Amentum enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. As appropriate, each employee is responsible for completing all training requirements and fulfilling all self-aid/buddy aid responsibilities, participating in emergency response tasks and serving on safety committees and teams.

Quality - Quality is the foundation for the management of our business and the keystone to our goal of customer satisfaction. It is our policy to consistently provide services that meet customer expectations. Accordingly, each employee must conform to the Amentum Quality Policy and carry out job activities in compliance with applicable Amentum Quality System documents and customer contracts. Each employee must read and understand his/her Quality Management and Customer Satisfaction responsibilities.

Procedure Compliance - Each employee must read, understand and implement the general and specific operational, safety, quality and environmental requirements of all plans, procedures and policies pertaining to his/her job.

**Disclaimer:**

This position description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

Amentum is proud to be an Equal Opportunity Employer. Our hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, family structure, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation, or any other protected category under federal, state, or local law.

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