



Position Descriptions

KING & WOOD
MALLESONS

Position Title:	Finance Administration Assistant
Manager / Supervisor:	Finance Director – Planning and Analysis
Shared Services Team:	Finance
Centre:	Sydney

Date Created:	April 2019
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Working. Respect. Together

King & Wood Mallesons requires partners and staff to maintain a professional standard of dress, King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position Summary

To provide a range of secretarial and administrative assistance in a timely and efficient manner for the Finance Director and general support to the broader Finance team.

Your key responsibilities

- Manage electronic diary and organise client / internal meetings, book conference rooms and travel arrangements and monitor supervisor's whereabouts;
- General support to Finance team;
- Assist with Board packs and other reporting – typing and formatting documents;
- Updating and maintaining Intranet site/pages;
- Setting up training sessions via Helix, working closely with the Talent & Capability team;
- Preparing PowerPoint presentations;
- Assist with MME and Pricing initiatives, including use of ScopeAssist and other tools as appropriate;

- Track Partner movements in conjunction with GC and finance team including the preparation of summary documents and filing correspondence;
- Contact Partners and Practice Assistants across the Firm to check information and provide updates to the appropriate team member to ensure systems are updated appropriately;
- Answer telephone calls and assist callers/clients where possible;
- Liaising with the Management Team, Board, Partners, Executive Directors, staff and clients;
- Communicating clearly to assist clients and callers efficiently and professionally;
- File efficiently and effectively, photocopy and scan documentation; and
- Assist other team members in the Finance team and other departments if required.

Your Key Relationships

- Finance Director
- Finance team
- EAs and Executive team
- Shared services groups

Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

- **People** – respectful and supportive interactions that lead to firm high performance | building effective teams by empowering and coaching people | leading through collaboration and accountability
- **Firm** – application of technical knowledge to advance the client's commercial objectives | development of legal and industry/ sector expertise | effective practice and project management | building your professional reputation | achieving financial and cost targets | commitment to continuous improvement through innovation | applying business acumen in pursuit of opportunities for the firm and client | effective workload and project management
- **Client** - consistently delivering superior client service | becoming a trusted advisor through deep understanding of the client | building strong and enduring client relationships | adapting flexibly to a changing environment to meet client needs
- **Financial** - applying business acumen in delivery of service to clients | achieving business, project and budget goals | commitment to continuous improvement through innovation

Skills and Attributes

- Experience in a similar administration role
- Certificate III in Business Administration or equivalent
- Advanced software skills notably Office 2010 Word, Excel, PowerPoint
- Minimum typing speed of 60WPM with a high level of accuracy

- Reliable and flexible with a strong team focus
- Ability to work well with others and as part of a large, multi-layered team
- Ability to communicate effectively
- Attention to detail
- Ability to support the production of high quality written communications
- Ability to prioritise and manage competing demands, and deliver against deadlines
- Be a self-starter and able to request and obtain relevant information, including finding the right people in the firm who have the information and regular following up by face to face, phone, email and other methods. Need to be able to escalate when hit a brick wall
- Attention to detail and comfortable with numbers – be able to assess the information provided for accuracy and completeness; query information when it looks wrong or incomplete
- Professional services background (desirable)

Our Vision & Values

Our global vision

‘To create a unified top tier global law firm headquartered in Asia’.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Malletsons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.