



Position Descriptions

KING & WOOD
MALLESONS

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| Position Title: | Senior FP&A Analyst (6 month Contract) |
| Manager / Supervisor: | Financial Planning & Analysis, Senior Manager |
| Shared Services Team: | Finance |
| Centre: | Sydney |

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King & Wood Mallesons requires partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

King & Wood Mallesons is an Equal Employment Opportunity (EEO) employer and requires all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment.

Position Summary

You will be a key part of a dynamic team, supported by sophisticated technology using Dashboards, providing assistance to Senior Management in the areas of financial analysis, planning, budgeting and forecasting.

This role works closely with the broader Finance team (Business Intelligence, Legal Project Management, Financial Accounting and Matter Accounting), Management and other Shared Services functions to provide financial support on large Firm projects and pricing support.

You will be expected to provide business insights to lift business performance and continuously improve processes, reporting and procedures as the business evolves.

Your key responsibilities

- Preparation of timely and accurate regular management report sand partner reporting package including providing insights and commentary.
- Continuous improvement of the month end reporting process to deliver relevant, accurate and timely financial information in an efficient manner.
- Assist with the annual budgeting and forecast process; liaising with key stakeholders and overseeing implementation and reporting to partners.
- Evaluate the profitability and performance of practice teams against budgets and identify issues and recommendations to achieve targeted results.
- Preparation of reports and presentations to Senior Management and the Board and preparing ad hoc analysis as required.
- Work directly with Managing Partners, Practice Team leaders and Shared Service Directors on preparation of business plans.

- Developing financial models and providing analysis for various projects within the business; assessing partner admissions; and providing financial information for partner performance reviews.
 - Assist with pricing support to Client Relationship Partners and Business Development Managers when responding to requests for pricing (RFP's) so as to protect and improve profitability.
 - Ability to work with legal and support staff on multi-function project teams and to add value to those teams.
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Your Key Relationships

- Financial Planning & Analysis, Senior Manager
 - CFO
 - COO
 - Shared Services Directors and Senior Managers
 - Business Intelligence team
 - Legal Project Management team
 - Other finance staff including the Financial Accounting and Matter Accounting teams
 - Partners including Managing Partners
 - Commercial Managers
 - Strategy Manager
 - Business Development Team
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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

Clients: 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

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | 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 clients | Effective workload and project management

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

Essential

- Degree in Business or Commerce
- Chartered Accounting, CIMA or CPA qualification
- 5+ years commercial experience post graduation in accounting, reporting and budgeting roles
- Preferably management accounting / planning experience in a Blue Chip company, or similar disciplined environment
- Commercial experience in an analytical role
- Strong financial reporting, analysis and modelling skills. Experience using an ad hoc query and analysis tool for analysis and reporting (e.g. Excel/MS Analysis Services, TM1)
- Strong work ethic
- Strong presentation skills and the ability to present both written and orally to Senior Management
- Ability to critically evaluate proposals and offer commercial judgements

Desirable

- Ability to influence key stakeholders and peers
- An understanding of database and financial modelling software.

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 Mallesons 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.