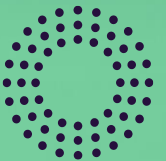


HOWARD KENNEDY



# SPACE TO BE EXTRAORDINARY

---





# Welcome message

## At Howard Kennedy you have the space to be extraordinary.

Rewarding work with great clients and exceptional colleagues. Plenty of responsibility and the chance to make a real difference in an agile, growing firm. For the right person, Howard Kennedy is a place to actively develop your business practice and career.

Whether you are an ambitious and talented individual wanting to hit the ground running from day one, or an established professional looking for a new opportunity, Howard Kennedy is the firm where you can really make it happen.

The firm has earned a strong reputation for its exceptional and uniquely talented people who between them deliver outstanding results for clients. In a firm of our size, our strong team dynamic creates a thriving culture of creativity and entrepreneurialism. Howard Kennedy is a pragmatic and non-hierarchical environment where success is shared, and you are proactively encouraged to thrive at your own pace.

Our distinctive culture is built on fairness and respect. Guided by the firm's values of 'Talk Straight, Think Smart, Be Yourself', everyone in the firm holds equal value, and everyone plays their role in supporting, encouraging and inspiring colleagues to do their best work.

At the same time, Howard Kennedy recognises and rewards individualism, celebrating the diversity of its people and supporting them to grow their practice and drive their own career advancement.

As well as client work, there is opportunity to broaden your horizons at the firm with fulfilling pro bono and charity projects. And we have a regular social calendar full of wellbeing activities, charitable and social events too.

### **Craig Emden**

Chairman

[Craig.Emden@howardkennedy.com](mailto:Craig.Emden@howardkennedy.com)

# About us

We are a London based, full-service law firm, specialising in providing straightforward advice on domestic and international matters. With almost 200 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be. We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

We are a firm with ambitious plans. In the international arena, we have been a member of Meritas and Lawyers Associated Worldwide for many years working with a truly global range of clients across the Middle East and Israel, Africa, Asian subcontinent, Far East, Western Europe, and the US.

## Our Values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk Straight

Think Smart

Be Yourself



# Howard Kennedy at a glance

We have almost 200 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.



**500+**

People

**25%**

International work

**195+**

Lawyers

**70+**

Countries

**70+**

Partners

**2**

International legal networks

## SECTORS AND SERVICES

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

**74.4m**

2023/2024 revenue

# Why Howard Kennedy?

## LEARNING AND DEVELOPMENT

At Howard Kennedy you have the space you need to be yourself, while working with some of the most brilliant minds who will inspire, challenge and support you every day. We will nurture you as you grow your career, while recognising that everyone's goals and aspirations are different.

There are established career frameworks in place for both lawyers and support services. Our talent development programmes are designed to enable our future leaders to achieve their potential and ensure succession for key roles. At the same time, development is available to everyone regardless of your aspiration.

## RESPONSIBLE BUSINESS

Our responsible business strategy is designed to impact our society and world in which we operate. We focus on six strategic areas, People; Environment; Social Impact; Ethics and Supply Chain, Clients, which were designed through engagement with our people, clients and suppliers and have a comprehensive plan of delivery behind each one. We encourage our people to get involved.

## WELLBEING

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. The health and financial needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support, free independent mortgage advice and access to a 24/7 virtual GP service. We also offer free and confidential counselling for anyone that needs it.





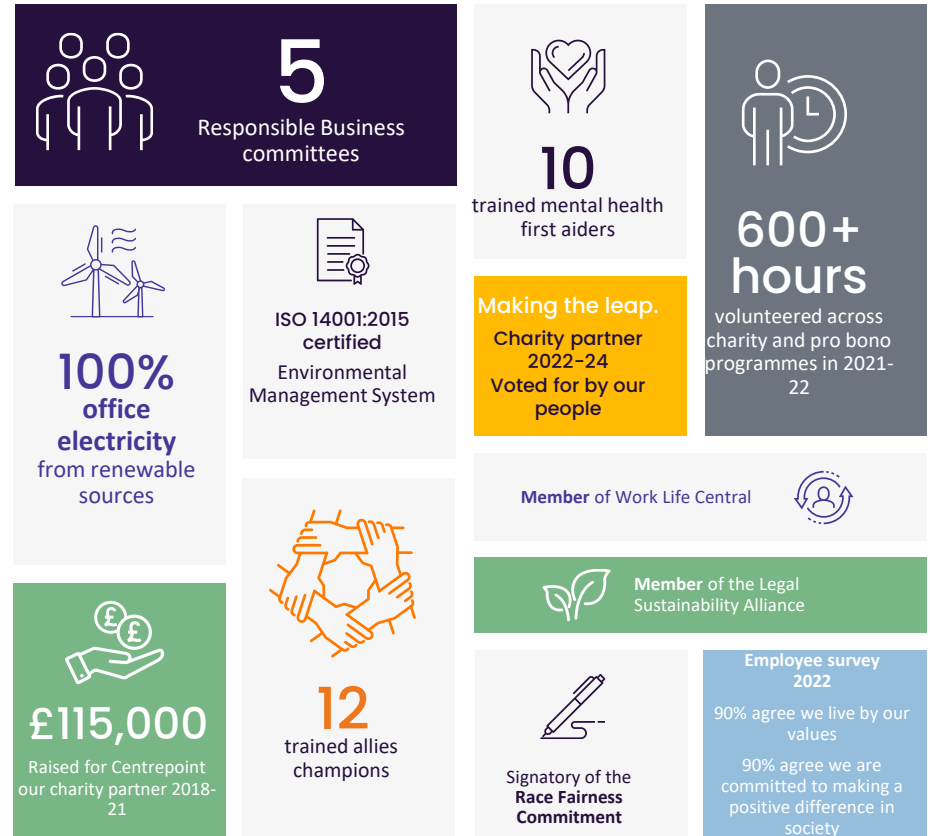
# Responsible Business

Guided by our values, we're committed to inclusively and sustainably supporting our people, our clients, our communities, and the environment.

At Howard Kennedy, we take our responsibility to manage the impact we have on the world in which we operate, seriously. That's why responsible business is a core part of our business strategy. It's seen as essential in helping us achieve our vision to be a progressive, independent and profitable business

## As a responsible business we focus on:

- **People:** Nurturing an inclusive, values-driven culture where everyone can be themselves, with their development and wellbeing at the centre.
- **Environment:** Working to reduce our environmental impact and promote environmental awareness and responsibility among our people.
- **Social Impact:** Promoting equality of opportunity and access to justice by sharing our time and skills through volunteering, fundraising and pro bono services.
- **Ethics:** Ensuring and maintaining the highest standards of professional integrity, operating ethically with clear and transparent governance.
- **Supply Chain:** Working with suppliers who are compliant, responsible and share the same values as we do.
- **Additional:** We're helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



# The Role

## Finance Business Partner

The Finance Business Partner role involves collaborating with fee earners and key stakeholders to ensure the achievement of departmental strategic and financial goals while maintaining strong financial hygiene practices across the business. It offers the opportunity to play a critical role in driving financial success and operational improvements across the firm.

The role sits within the Finance department, with a dotted reporting line to Heads of Departments (HoDs) and the Head of Operations (HoOps) and will collaborate across various teams, including other areas of Business Services to drive financial and operational performance. The role includes management of the Revenue Controllers.

You will be an integral part of driving the success of the respective departments forward and will be tasked with effecting demonstrable change in working practices and performance by promoting a best-in-class philosophy and strategic financial decision making.





# Main Responsibilities

## Pricing & profitability

- Collaborate with the Business Development (BD) team and fee earners to assist with fee estimates for client pitches, ensuring understanding of profitability implications within the fee earning groups
- Review existing client relationships and collaborate with partners to suggest improved fee structures aimed at enhancing profitability
- Conduct detailed profitability analysis of our clients by work type, team and department and discuss findings with partners, to help identify BD opportunities.

## Revenue growth

- Work with fee earners to maximise billing, regularly reviewing work in progress (WIP) and obtaining pledge estimates where necessary
- For significant new matters (above £100k), work with the Revenue Controllers to review the fee structure and assist fee earners with matter management. This involves monitoring WIP against the original estimate and raising to fee earners when scope and/or fee discussions are required with the client.
- Identify and monitor at risk WIP to prevent unnecessary write-offs, leveraging dashboards for real time tracking
- Assist the Revenue Controllers with reviewing commercial fee arrangement (CFAs) and deferred billing arrangement (DBA) proposals to ensure they are commercially viable and assist fee earners with the approval process
- Work with the Revenue Controllers to provide a monthly review of CFA's and DBA's to the Head of Finance and HoD.
- Input to the annual budget and quarterly reforecasting processes to set fees and headcount to deliver a Gross Profit Margin as per the business plan
- Regularly compile financial metrics required by HoDs to monitor and manage gross profit and contribution in order to reach their targets. Assist HoDs and Heads of Teams (HoTs) to understand their financial performance, identifying any issues and supporting them to resolve these and deliver exceptional performance
- Analyse results from the biyearly WIP write off and annual FRS5 valuation exercises, identifying areas to improve recoverability and work with HoOps and HoDs to implement new processes to reduce write offs.
- Assist in streamlining the annual rate-setting process, including development of team/client specific rates and review all client/matter specific rates
- Brief HoDs and HoOps on a weekly and monthly basis



# Main Responsibilities

## Smart Working

- Collaborate with fee earners to reduce lock up days to a minimum of 120, address WIP and debt concerns in conjunction with the Credit Control team and raise issues with the Head of Finance for next steps
- Investigate and resolve financial queries promptly (within 2 working days)
- Manage ad-hoc finance-related projects, from ideation through to requirements gathering, proposal, design and delivery
- Assess current processes and reporting practices, identifying opportunities for greater efficiencies
- Support practice management system upgrade projects, including testing, training and documentation.

## People Management & development

- Effectively manage Revenue Controllers, conducting performance reviews and ensuring their positive personal development
- Delegate tasks effectively to allow for team efficiency and good workflow management

## Risk & Quality

- Oversee the handover process for files from fee earners leaving the firm, ensuring proper reassignment of Matter Partners and Client Relationship Partner (CRP) roles and the documentation of WIP, debt and residual balances.
- Follow up with teams about residual balances and progress made to clear balances
- Provide training on finance fundamentals to raise financial awareness and understanding across the firm





# About you

You will be able to demonstrate:

- Proven relevant experience in a Finance Business Partner or similar role within a professional services environment
- Experience as either a full or part Qualified accountant (CIMA, ACA, ACCA)
- Strong financial acumen and ability to interpret data and communicate complex financial data
- Ability to collaborate effectively with a wide range of senior stakeholders, including fee earners, business services functions and senior management
- Excellent problem-solving skills with a proactive approach to identifying financial risks and opportunities
- Previous experience advising fee earners on pricing strategies and profitability management in a professional services environment
- Proven ability to manage and lead teams effectively, fostering development and achieving performance goals
- High level of attention to detail and accuracy, with the ability to prioritise multiple tasks and meet tight deadlines
- Excellent communication skills, both written and verbal, with the ability to present financial information to non-financial stakeholders



# Want to know more?

Our firm champions individualism and thrives on dynamic teamwork. We've built a strong reputation on the success of our exceptionally talented people – each of them bringing a unique set of strengths, skills and perspectives that when combined, lead to outstanding results for our clients.

However you want to progress your career, Howard Kennedy can help you make it happen.

Join us, and find your space to be extraordinary.

If you'd like to know more about this role please get in touch with the contact listed below.



**Josephine Tse**  
Recruitment Specialist

☎ +44 (0) 203755 6229

✉ [josephine.tse@howardkennedy.com](mailto:josephine.tse@howardkennedy.com)