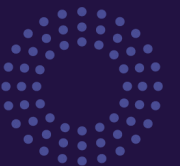




HOWARD KENNEDY

Your straightforward guide to
working at Howard Kennedy

Interim Head of Finance – 12 month FTC



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

Managing Partner

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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 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.

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 over 150 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.

375+

People

150+

Lawyers

55+

Partners

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.

25%

International work

70+

Countries

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

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

We are looking to recruit an Interim Head of Finance to lead our Finance department of 25 and provide operational, commercial and strategic support to the partners and fee earners as well as the other Business Services functions.

The position is a fixed term contract (FTC) role covering the incumbent's maternity leave. The primary responsibility of the Head of Finance is to manage the day to day operations of the HK Finance department delivering best in class BAU service to the wider business. Reporting to the COO, the Head of Finance role has full oversight and responsibility for all aspects of financial operations, including budgeting, forecasting & planning, year-end reporting including statutory accounts, management accounts & monthly reporting, partner accounting & tax, client & office accounts, accounts payable & expenses, billing & credit control, finance systems and payroll.

The Head of Finance role has the following direct reports:

- Senior Financial Accountant
- Senior Management Accountant
- Finance Systems Manager
- Billings & Credit Control Manager
- Head Legal Cashier
- Financial Planning and Analysis Manager

Job title: Interim Head of Finance

Position Type: 12 month Fixed term contract - Maternity cover

Reports to: Chief Operating Officer

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

The headline milestone deliverables for the FTC position are:

- Producing a smooth and efficient financial year end (30 April 2022) from year end close through to statutory accounts sign off
- Playing a leading role in the upgrade of the Finance System from Elite 3E 2.8 to 3.0 and improving the user experience for fee earners (i.e. improving dashboards)
- Financial modelling to update the Firm's 3-year business plan
- Ensure the Finance Team meets its 3-year goals, with a focus on reducing the Firm lock up days.
- Assisting with the re-design of partner remuneration
- Producing monthly lock up calculations
- Producing partner remuneration information packs for Management Committee and individual partners
- Leading and delivering the annual reforecasting process (November 22)
- Leading and delivering the 2023/24 Annual Budget process
- Overseeing the impact of basis period reforms
- Other ad hoc work streams to meet business demands

REQUIREMENTS

Ideally you will be able to demonstrate;

- An Accountancy qualification – preferably ACA
- Prior experience of working in the legal sector
- Deep understanding of the law firm operating model
- Capability of leading and inspiring team members
- Ability to influence others and establish a strong personal brand
- Ability to develop strong working relationships and engender respect among key stakeholders
- Strong analytical skills
- Excellent organisational skills with capability of managing conflicting priorities and deadlines
- Strength in making pragmatic decisions
- Strong communication skills
- Proactive thinking
- The ability to work both strategically and operationally
- Advanced Excel modelling skills
- Experience of working with Elite 3E (or similar PMS)

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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

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



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