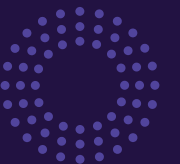




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Business Revenue Assistant



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.



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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 for a Business Revenue Assistant to join our Finance team. You will be reporting in to the Financial Planning & Analysis Manager (FP&A) and working closely with and supporting the two Business Revenue Controllers. The Business Revenue Assistant will work with fee earners in efficiently managing the firm's lock up i.e. the WIP and Debtors.

The Business Revenue Assistant will have monthly meetings with the Fee Earners on their individual lock-up, working with them to maximise monthly/timely billing and cash collection, highlighting areas of exposure for the Firm.

Job title: Business Revenue Assistant

Position Type: Permanent

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

As a Business Revenue Assistant, you will have responsibility for a variety of tasks including;

- Preparing a monthly schedule for the Business Revenue Controller providing a summary on all WIP and Debtors with commentary on the progress of those Clients/Matters.
- Attending monthly meetings with specific Fee Earners as required on their WIP and Debt. Reporting to the Business Revenue Controller and FP&A Manager on progress.
- Escalating to the FP&A Manager and Team Leaders any issues with clients and matters on WIP and Debtors.
- Chasing clients as agreed, directly via telephone and email for settlement of outstanding debts.
- Monitoring any agreed payment plans in place to ensure adherence, and reporting any defaulters to Business Revenue Controller.
- Dealing with monies held in client accounts and arranging for secretaries or Fee Earners to obtain approval to pay outstanding debts where possible. This will also involve working with the cashiers on maximising 'Client to Office' transfers in settlement of client debt.
- Updating system notes in relation to debtor updates and issues around WIP.
- Being pro-active to ensure meetings with fee earners take place regularly at the required times. For some Fee Earners, persistence will be a necessity and the individual should demonstrate resilience in overcoming obstacles.

ABOUT YOU

Ideally you will be able to demonstrate;

- Experience in working in a legal or professional services environment in a similar role.
- Experience in chasing clients for payments of debts.
- Familiarity with using credit control systems in particular ARCS.
- Familiarity with Elite 3E (accounting system), having had previous experience using it.
- The ability to maintain strong relationships with stakeholders. Strong organisational skills with the ability to manage your own workload in a deadline driven environment.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

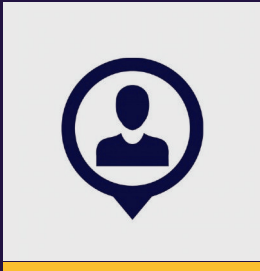
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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

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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