

Finance Lead - FIC

PeopleSoft Job Code / Title:	8138 / Global Finance Lead
Department / Subdepartment:	Global Finance / Revenue & Financial Analysis
Organizational Relationship:	Reports to level 5 or higher
FLSA Status:	Exempt
UCM Level:	Level 4
Last Updated:	May 14, 2026

Department / Subdepartment Overview

The Global Finance department provides comprehensive financial management and strategic support across our global operations. The department ensures the financial health and sustainability of the firm, enabling us to deliver exceptional legal services to our clients worldwide.

Role Overview

The Finance Lead - Financial Information Center (FIC) is responsible for providing insight into the economic performance and financial health of clients, matters, and legal teams. The lead develops and actively maintains a deep technical knowledge of both the firm's financial systems and metrics, striving to understand the holistic implications of performance. This role leverages technical understanding to cultivate relationships with key stakeholders, while managing expectations to ensure work product is consistent with the product generated across the global team. The lead also plays a critical leadership role in shaping the interpersonal dynamic on the team, striving to foster an environment focused on camaraderie, trust, idea generation, and career development.

Essential Duties and Key Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Builds and maintains complex analytical models that leverage the firm's data to provide insightful analysis; responds to specific requests of business partners and leads those colleagues toward a robust financial outcome
2. Identifies, develops, and maintains new opportunities for the FIC team by collaborating with cross-functional teams and leveraging insights to enhance meaningful outcomes and cross-functional relationships
3. Leverages project management principles to manage firmwide financial projects and complete other complex financial requests needed by department management
4. Applies business, economic, finance, and accounting principles to the firm's internal financial data to help firm leaders simplify and ultimately solve complex problems; leverages SAP Business Objects to query data, and Excel to effectively and efficiently synthesize data
5. Works to ensure the FIC team delivers a quality professional product within the established timeframe and with consistent procedures to maximize accuracy and minimize turn-around time on both quick daily requests and complex long term analytical and technology projects
6. Develops standard tools for reporting and analyzing data; maintains detailed records documenting procedures, methodologies, and sources of information employed during the performance of all analytical tasks
7. Develops and coaches the FIC analysts, leading them in their professional development endeavors

8. Assists FIC members across the team and across regions to prepare recurring and ad-hoc financial analysis and reports related to client billings, collections, diversity reporting, lawyer time, realization, origination, proliferation, other financial data and responds to audit letters
9. Creates and maintains a documentation library center and continuing education programs for the FIC team, including developing teaching materials such as training handbooks, tip sheets, and reference guides for end-users
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills (e.g., active listening), including excellent written and verbal communication; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Demonstrated leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) with the ability to supervise work of others to ensure compliance and accuracy
- Advanced attention to detail and quality assurance skills, including analytical skills needed for comprehending, communicating, and developing financial data
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Ability to handle confidential and sensitive information with the appropriate discretion
- General knowledge of corporate/partnership finance principles and terminology and accounting principles
- Knowledge of Thomson Reuters 3E

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of five years' analytical experience in finance, accounting, or related professional services environment
- Typical years of cumulative experience: a minimum of five years
- A minimum of two years' supervisory experience at professional services organization preferred

Education

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or related field required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.

