

Finance Manager

Department: Financial Analysis

Organizational Relationship: Reports to the Senior Director of Revenue & Financial Analysis

FLSA Status: Exempt

Last Updated: October 16, 2024

General Summary:

The Finance Manager is responsible for providing financial and strategic analysis to the leaders of the firm's legal departments, practices, and industry groups. They are also responsible for supporting various other strategic and financial projects. They are responsible for identifying and analyzing new methods to understand underlying firm performance, including the development of business models for multiple practice areas. The Finance Manager performs analysis in support of pricing decisions and supports the firm's efforts around effective project management.

Essential Duties and Responsibilities:

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

1. Works with the firm's department, practice, and industry chairs to identify current performance and trends, compare them to past and future goals, and work with cohort members to develop strategic business plans to meet established goals
2. Manages, leads, and implements various finance-related projects
3. Evaluates and analyzes strategic initiatives by initiating and directing research on competition, markets, geographies, and areas of law
4. Develops financial models and reporting to identify trends and issues; formulates recommendations and strategies for improving performance
5. Monitors progress against economic targets and goals and initiates follow-up, as needed
6. Analyzes client performance data to identify client opportunities
7. Performs ad hoc analytics by becoming familiar with and using the firm's various data stores and analytic tools
8. Facilitates internal communications and information delivery to decision-makers
9. Completes projects and tasks on various issues when needed; maintains flexibility as business requirements evolve
10. Works closely with the Legal Project Management and Pricing teams to enhance the overall matter management support provided to the attorney and their respective teams
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

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- Bachelor's degree or equivalent in economics, finance, business administration or related field required
- MBA preferred

Work Experience

- A minimum of seven years' analytical experience in finance or related professional services environment required
- A minimum of two years' leading projects and other initiatives preferred
- Previous experience in a customer-focused position preferred

Knowledge, Skills & Abilities

- Knowledge of various information technology systems, including knowledge of Microsoft Excel, PowerPoint, and Business Objects
- Strong knowledge of market research resources and financial reporting
- Excellent financial modeling skills and project management skills
- Ability and willingness to perform detailed analyses independently; consistently demonstrate a hands-on approach
- Ability to consistently exercise independent judgment and discretion
- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data
- Organizational skills/project management skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work in a team environment
- Ability to think creatively and provide strategic support to senior management
- Strong communication skills, both written and oral
- Ability to deliver presentations to senior management
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong knowledge and proficiency of PC applications, including MS Office

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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.