

Financial Information Center Regional Lead

PeopleSoft Job Code / Title: 6445 / FinancialInfoCenter RegionLead
Department / Subdepartment: Global Finance
Organizational Relationship: Reports to the Financial Information Center Manager
FLSA Status: Exempt
UCM Level: N/A
Last Updated: May 29, 2025

Role Overview

The Financial Information Center (FIC) Regional Lead is responsible for providing insight into the economic performance and financial health of clients, matters, and legal teams. The Lead will work independently while contributing and collaborating with global colleagues and helping drive initiatives.

The Lead develops and actively maintains a deep technical knowledge of both the firm's financial systems and the firm's financial metrics, striving to understand the holistic implications of performance on these metrics. They leverage this 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. They summarize large volumes of data in executive summary schedules or reports, develop financial models, provide billing, accounts receivable, bankruptcy, statistical, and analytical support to Attorneys and Finance department management.

The Lead monitors and responds to requests sent to FIC as well as ad-hoc requests from attorneys and management. They provide exceptional customer service, professionally managing priorities that are ever-changing and at times conflicting. They leverage the opportunity to work with attorneys and our business partners to develop trusting advisory relationships with leaders across the firm.

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. The Lead is expected to actively participate in the development of all analysts in the team, in partnership with the Manager.

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 that data
5. Ensures emails received through the team's shared email are handled in a timely professional manner, including prioritizing urgent requests and ensuring effective handoff with the team in the next time zone
6. Develops standard tools for reporting and analyzing data
7. Maintains detailed records documenting procedures and assumptions, methodologies, and sources of information employed during the performance of all analytical tasks
8. Develops and coaches the FIC analysts, leading them in their professional development endeavors
9. 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
10. 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
11. 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
12. Assists with any projects needed by the department or staff
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Excellent analytical skills
- Demonstrated ability to work independently and proactively identify opportunities for improvement and innovation within the team
- Ability to work in a team environment with a customer-service focus
Ability to thrive in a highly dynamic environment and continuously shift priorities and tasks based on the needs of the team and the broader organization
- Advanced and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Strong ability to collaborate across different departments and locations, building relationships that enhance team performance and drive strategic initiatives.
- Ability to work independently to research, analyze, and develop financial information
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Proficient working with PCs and related software, including Microsoft Excel for analyzing large volume of data including development of dynamic spreadsheet applications, and Microsoft PowerPoint for conveying financial data in a comprehensive, concise, and clear manner
- Ability to learn and apply new skills quickly and effectively
- Strong communication skills, both written and verbal
- Ability to supervise work of others to ensure compliance and accuracy
- Ability to define problems/issues while using a logical approach to develop and implement appropriate solutions

- Strong attention to detail and quality assurance processes
- General knowledge of corporate/partnership finance principles and terminology
- General knowledge of accounting principles
- General knowledge of professional services business
- Knowledge of Thomson Reuters 3E

Position Specifications

Typical Experience

- A minimum of five years' analytical experience in finance or accounting required
- 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.