

COMMERCIAL FINANCE MANAGER

Our Firm:

Hiswara Bunjamin & Tandjung is a leading Indonesian commercial law firm. We provide high quality, innovative Indonesian legal services, based on informed and commercially relevant local knowledge.

Our partners are experienced Indonesian lawyers with many years' experience advising clients across all major industry sectors. Our client base includes some of the largest multinational corporations and financial institutions. Over many years, we have advised these clients on some of Indonesia's most ground-breaking transactions and projects, as well as in relation to complex disputes, investigations and regulatory matters.

Through our longstanding association with leading global law firm Herbert Smith Freehills we offer clients an unrivalled combination of first-class local knowledge and the highest international standards in client care and sector expertise – a combination which has helped many major global companies navigate the legal, regulatory and business challenges of working in Indonesia. Our Jakarta office includes long-term international counsel seconded from Herbert Smith Freehills, while Herbert Smith Freehills' Singapore office includes recognised Indonesia specialists.

<https://www.hbtlaw.com/>

The opportunity:

We are seeking a talented Commercial Finance and Legal Operations Manager to lead Jakarta commercial finance and legal operation matters. The position holder will report to Jakarta office managing partner and collaborate with Asia Senior Commercial Finance Manager and Asia Head of Legal Operations. This position will be based in Jakarta office.

To be successful in this role, you should have:

1. Minimum five years' experience as a Finance manager
2. Experience working for professional services industry such as law firm, public accountant, financial consulting will be an advantage.
3. Qualifications in Commerce or Finance Qualifications as a CPA/CA will be highly regarded.

4. Demonstrated business partnering and influencing skills and able to develop relationship at all levels of seniority
5. Excellent Excel skills and the ability to work confidently within other Microsoft office 365 products (Excel, PowerPoint, Word and SharePoint)
6. Proven experience in identifying profit drivers and improvement opportunities through the analysis of P&L
7. Experience in data analytics and analysing data sets
8. Project management or operational experience, preferably in a professional services environment.
9. Excellent training and presentation skills
10. Understanding of law firm economics desirable

Key Responsibilities:

The position holder of Commercial Finance and Legal Operations manager will have the following three areas of key responsibilities:

Business Finance

- Support Jakarta's annual budget and planning cycle, quarterly re-forecast for practice groups
- Assist with regular reporting on the comparison of the business plan achieved, results and whether financial performance measures are being met
- Monitor short and long term financial performance of the Jakarta practice groups including WIP, debt and expense management and developing and implementing strategies for dealing with issues
- Utilise reporting tools to analyse the profitability of clients, matters and pitches and providing advice on improvement
- Involved in training sessions for associates and partners on financial metrics, profitability levers, high performance culture KPIs
- Work collaboratively with Asia Business Finance peers to plan for and enable effective performance of the Jakarta practice groups
- Involved in ad-hoc projects and initiatives across Asia from a Jakarta perspective.

Pricing

- Management and execution of the daily work flow for the firm's pricing approval process in respect of Jakarta
- Assisting the Asia Pricing Team in working with internal clients to develop commercially focused solutions to pricing requests
- Tactical pricing support for the Jakarta business on tenders and other opportunities
- Undertake financial modelling and scenario analysis to support informed decision making and explain/present results to management and stakeholders in Jakarta

- Support the Asia Pricing Team in planning and implementation of regular pricing processes in the APAC business, such as the annual market rate review and communication of rate increases
- Assist the Asia Pricing Team in developing metrics and reporting tools to analyse and clearly illustrate trends of matter performance
- Trusted adviser to Jakarta Partners and lawyers when they are making pricing decisions
- Develop and maintain a Jakarta pricing database that supports effective pricing decision making.

Legal Project Management

- Assist Jakarta legal teams to manage medium to large sized matters throughout the matter lifecycle and encourage best practice data analysis, estimating and budgeting, monitoring, reporting and post-matter reviews
- Manage the implementation of a suite of self-serve tools for Jakarta matter teams to utilise on small to medium size matters
- Support the development of matter team capabilities, including use of methodologies, tools and behavioural change
- Support aspects of the implementation of strategic firm-wide or practice group projects in Jakarta
- Identify legal automation use cases and related workflow solutions to transform legal service delivery and liaise with the relevant firm experts to design solutions
- Support Jakarta practice groups to win new work and retain existing work in the region through Legal Operations contributions to pitches/proposals

HOW TO APPLY

Please send your full CV in English with the email subject: “Commercial Finance Manager – Your Name” to: recruitment@hbtlaw.com

WHY JOIN US

A PLACE TO MAKE A DIFFERENCE

By joining Hiswara Bunjamin & Tandjung you will become an integral part of one of Indonesia's leading legal practices, with broad exposure to high quality international legal work, working alongside the global network of our associated firm Herbert Smith Freehills.

Our lawyers serve many of the world's most ambitious organisations to understand and thrive in Indonesia. Our clients trust us with their most important transactions, disputes and projects.

You will play a vital role in supporting our lawyers to deliver the service to clients.