

Head Office  
Level 16, 70 Franklin Street  
Adelaide 5000  
South Australia  
[www.vuca.com.au](http://www.vuca.com.au)

# CANDIDATE BRIEFING DOCUMENT

## NATIONAL DIRECTOR OF FINANCE NOVEMBER 2022

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## The Firm

A **premier commercial law firm**, Piper Alderman has offices in Adelaide, Brisbane, Melbourne, Perth and Sydney. We work with clients across Australia and internationally to achieve **optimum legal and commercial solutions**.

Our legal expertise has been built on nearly two centuries of industry experience. Piper Alderman has been a **leading advisor** to Australian commercial interests for more than 170 years and we continue to advance in knowledge, skills and commitment. We listen to our clients, respond to their needs and guide them through increasingly **complex regulatory and business landscapes**.

As a united, national partnership we are able to work in teams and **collaborate** in a manner that enables us to harness our skills and network effectively for our clients. We understand the importance of building enduring **client relationships** and are absolutely committed to advancing our clients' interests and helping them achieve their business goals.

Piper Alderman has a **proud history** of being at the forefront of many emerging areas of law, from landmark rulings to new legislation. Our lawyers understand and contribute to Australia's legal framework in ways that give our clients a special edge.

## In the Community

Piper Alderman has a firm commitment to community service. We have built a strong culture which prioritises ethical choice and social responsibility. This means our people are passionate about helping others both inside and beyond the firm.

We also believe in access to justice for all. As result, our team is dedicated to provision of pro bono legal services across all levels of the firm. We actively support organisations with limited access to legal services including schools and educational institutions, charities and community legal centres.

Our Corporate and Social Responsibility Committee, led by a partner, oversees a range of charity events including initiatives designed to reduce our ecological footprint and tackle climate change. The Piper Alderman team across the country supports many great causes in both the local and wider communities.

Piper Alderman is committed to the continuous improvement of our environmental footprint. We continually look for ways that we can lessen our impact on the environment through more efficient business practices including reduced paper use, recycling and minimising energy consumption.

For more information visit <https://piperalderman.com.au>

## Awards & Recognition

OCT  
12  
2022



### Piper Alderman named among top 20 in Australasian Lawyer's Fast Firms 2022

Piper Alderman is proud to be recognised as one of the fastest-growing law firms in Australia, in Australasian Lawyer's Fast Firms 2022.

APR  
21  
2022



### The Best Lawyers® in Australia, 2023 edition

Piper Alderman is delighted to announce that in the 2023 edition of The Best Lawyers® in Australia, 52 of our partners, special counsel and consultants have been named a 'Best...'

JAN  
25  
2022



### Chambers FinTech Guide, 2022 edition

Chambers and Partners announced its rankings for the 2022 Global FinTech Guide and Piper Alderman has been ranked in Band 3 for FinTech Legal in Australia. Partner Michael Bacina is also...

## The Advertised Role

# National Director of Finance

- Adelaide or Eastern states based
- Highly regarded national law firm

Piper Alderman is a highly regarded national commercial law firm with offices based in Sydney, Melbourne, Brisbane, Perth and Adelaide with over 80 partners and 400 staff in total.

An outstanding career opportunity has become available for a suitably qualified and experienced CPA/CA to join this prestigious firm in the role of National Director of Finance.

Reporting to the Chief Operating Officer (COO) and actively working with the Managing Partner, the National Director of Finance is a Senior Management position that is tasked with overseeing the finance and accounting operations of Piper Alderman on a national basis

As National Director of Finance, you will be a commercially focused tertiary qualified and registered CPA or CA with strong analytical, planning and project management skills providing proven expertise to oversee the accounting and treasury functions; actively analyse and forecast the firm's performance; contribute to the firm's strategy; collaborate with other business units and ensure compliance in areas such as tax, trust accounting and business risks. Your skills and experience will allow you to identify financial strategies and measures to meet the firms' objectives.

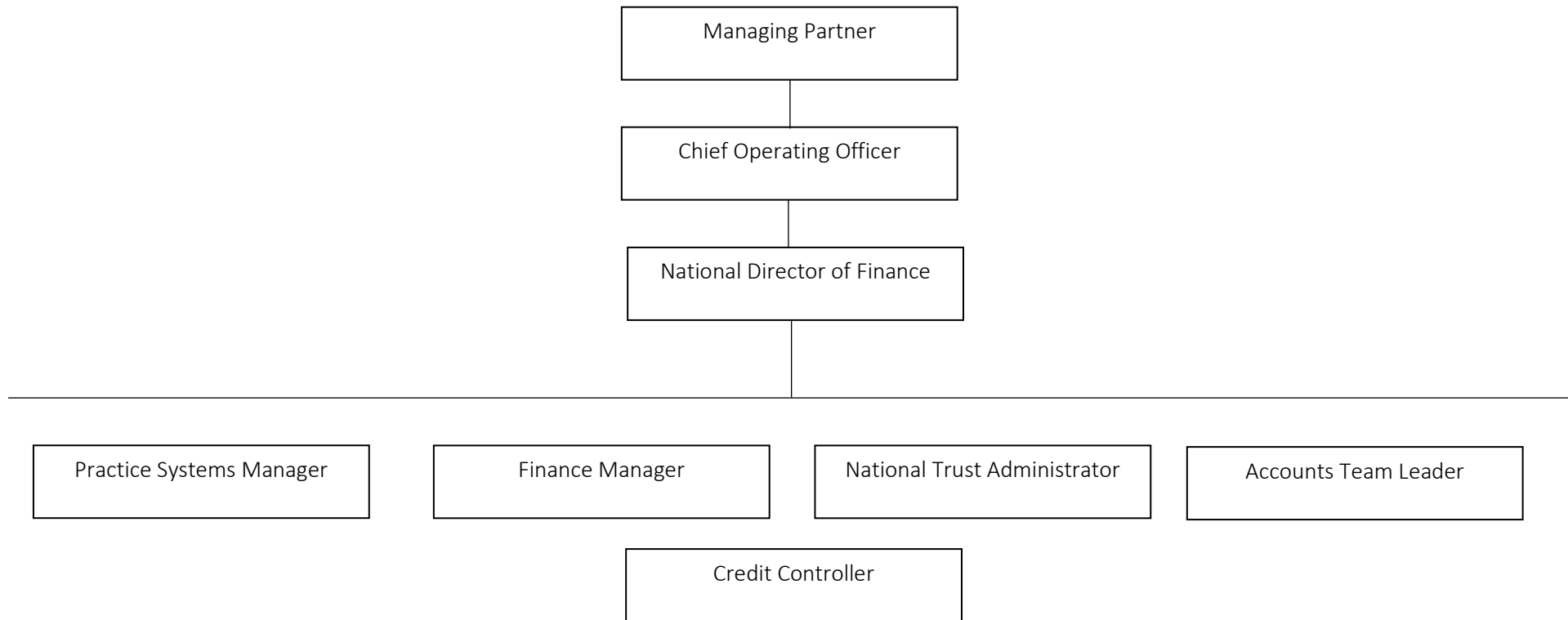
Working as part of the firms' broader management team, you will be a natural collaborator and display a proactive, "can-do" approach. The successful candidate will impress with their outstanding communication skills, demonstrating the personal qualities to be an ambassador for the firm's values, whilst providing strong and collegiate leadership to, and management of the broader Finance and Accounts Team. The successful candidate will also be able to demonstrate successful change management strategies to drive business and team performance.

Previous experience working in a leadership / management role in a law, accounting, consulting or other professional services organisation will be highly regarded, as will your background in financial operation and management reporting. Income tax and FBT knowledge is also desirable as is a good understanding of Practice Management Systems.

A detailed Job Description is available on the VUCA website [www.vuca.com.au/cfopa](http://www.vuca.com.au/cfopa). For a confidential discussion regarding this role, contact VUCA Senior Associate, Paul Bell during business hours on 0412 552 302.

Applications, including your up-to-date CV and a letter of introduction are to be forwarded to [cfopa@vuca.com.au](mailto:cfopa@vuca.com.au) Applications close COB Friday 25 November 2022.

## Organisation Chart



## Position Description

# National Director of Finance

### Reporting To

Chief Operating Officer (COO) and actively working with the Managing Partner (MP)

### Purpose

The National Director of Finance is a Senior Management Position that is tasked with overseeing the Finance & Accounting Operations of Piper Alderman on a national basis.

## Personal Criteria

### Essential

- Tertiary Qualified in Accounting or Business studies.
- Completed either the CPA (Certified Practising Accountants) or CA (Chartered Accountants) Program.
- Commercially focused with strong analytical, planning and project management skills.
- High degree of attention to detail.
- High level verbal and written communication skills.
- High degree of pro-activity.
- Able to manage and lead a large team.
- Strong team player.
- Ability to manage and negotiate conflicting priorities.
- A collaborative, hands on approach.

### Highly Desirable

- Previously worked in a professional services organisation (legal / accounting / management consulting etc).
- Strong financial operation and management reporting background. Income tax and FBT knowledge is desirable.
- High degree of practical problem solving.
- Have a good understanding of Practice Management Systems (PMS). Piper Alderman uses Aderant Expert.

### Abilities

- Ability to communicate effectively, both orally and in writing, with a wide range of people.

- Ability to understand the nature of enquiries and to accurately deliver an appropriate response promptly, recognising the need to project a favourable image of the firm.
- Ability to exercise discretion, tact and diplomacy when exposed to confidential commercial matters.
- Ability to understand all projects within the context of a business environment and develop a response that is appropriate.
- Ability to demonstrate initiative and resourcefulness.

### Personal Qualities

- Demonstrate personal qualities to be an ambassador for the firm's values of collaboration and collegiality, dedication and commitment, forward thinking and innovation and respect for others.
- A 'can – do' approach.
- Commitment to the concepts of quality in the provision of client services and confidentiality.
- A positive and flexible approach to working in a large team.
- Person must be a natural leader, self starter, good communicator, take pride in their work, use initiative, work with minimal supervision, receptive to change and flexible in taking on different responsibilities as needed.
- Commitment to the firm's goals.



## Financial Operations

- Oversee the Accounting & Treasury function of the firm including banking, cash flow, trust compliance, debtor collections, expense management etc.
- Manage the reporting for the firm. This includes regular & timely reporting to lawyers, Equity Partners and committees within the firm and all statutory financial reporting to external stakeholders. Ensure integrity, delivery and timeliness of management reports.
- Provide insight and analysis of firm, office and partner performance. Assist the Managing Partner in assessing the profitability of potential new partners and their points.
- Preparation of the annual budget and regular forecasting of firm revenue, cash flow and profit.
- Coordinate the annual charge-out rate review process – distribute, review and implement.
- Lead the preparation of data for the Remuneration Committee. Participate in the remuneration discussions.
- Analysis of Fixed Draw Partner profitability and assist the COO with Fixed Draw reviews.
- Be an active contributor to recommendations in the formulation of firm strategy particularly in relation to profit enhancement.
- Ensure that compliance in areas such as tax, trust, accounting and business risk are satisfactorily maintained.
- Manage the firm’s general insurance portfolios and banking facilities, which includes assisting incoming new Equity Partners with their PCCL contributions. Assist with PI insurance renewals.
- Collaborate with other business units on commercial decision making from hiring decisions, tender input, pricing analysis etc.
- Key liaison with external providers such as the Banks, Accountants, Insurers, and ATO etc.
- Develop, review and administer finance and business policy and procedures. Identify, manage and resolve any systemic issues and continually look for operational efficiencies.
- Apply best practice risk management to ensure the firm has a solid risk framework in place. Monitor regulatory financial and tax changes that may impact the firm.
- Oversee finance project delivery from commencement to completion. Including special projects as required (i.e. performance improvement, lock-up reduction initiatives)
- Hands on role assisting the Collections team with following up aged debt.

## Leadership and Change Management

- Foster key relationships with key senior stakeholders in the firm and the broader Finance team. Maintain strong positive relationships with all partners.
- Overseeing Accounts Payable, Accounts Receivable, Trust, Practice Management, Financial and Management Accounting. “Jump in” and get involved when needed.
- Be an ambassador for the values of the firm and be a role model to performance expectations as a senior member of management team.
- Ensure effective communication on team objectives and accountability.
- Drive and monitor performance to meet expectation of internal and external clients.
- Prioritise culture of change and adoption of best practice processes to drive productivity and client experience.

## Training:

- Specific skills and knowledge training to meet the objectives of the position.
- Undertake necessary training and development to ensure that skills and knowledge are maintained and appropriate to satisfy future operational demands and requirements.

## Policies, Procedures and Guidelines:

- Work in accordance with the firm’s policies, procedures and guidelines where developed.

## Work, Health and Safety Regulations:

Responsible and accountable for:

- Compliance with workplace procedures for risk identification, risk assessment and risk control;
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace;
- Correct utilisation of appropriate personal protective equipment; and
- Participation in activities associated with the management of workplace health and safety.

## Equal Employment Opportunity:

- To adhere to the requirements of the Equal Opportunity Act 1984 (as amended) and all other associated legislation, embracing a workplace free from discrimination, harassment (both general and sexual) and bullying.

Signed \_\_\_\_\_



## Contact Information

For a confidential discussion regarding the National Director of Finance position, please contact VUCA Senior Associate, Mr Paul Bell on 0412 552 302.

*Applications, including your current CV and a letter of introduction are to be forwarded in Word format to [cfopa@vuca.com.au](mailto:cfopa@vuca.com.au)*

***Applications close COB Friday 25 November 2022.***

## Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.