



THREE CROWNS LLP

ROLE PROFILE: FINANCE SYSTEMS ANALYST

LOCATION: LONDON

Three Crowns overview

Three Crowns LLP is a law firm that was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign States. The firm has grown significantly in each of its offices – London, Paris, Madrid, Washington DC, and Singapore – and now comprises over 160 people, including 18 partners. Across jurisdictions, it is regarded as a market leader.

The firm seeks to hire an experienced Finance Systems Analyst in our London office. The role will report to the Financial and Commercial Controller, also based in London

The role

The Finance Systems Analyst will maintain the practice management system, provide reporting and analytical support and will have the opportunity support the finance team overall by acting as backup/support for appropriate tasks. In addition, the analyst will provide support on a variety of projects that are firm-wide in scope.

Responsibilities include but are not limited to:

Aderant (Practice Management System)

- Maintain and improve the Aderant system which comprises time, billing, expenses, general ledger and reporting.
- Help manage the relationship between Aderant and the firm.
- Responsible for system upgrades and for assessing new Aderant product offerings.
- Providing system training to new joiners as well as ad-hoc training as required.
- Maintain Aderant user security, access and administration.
- Help resolve complex system requests and queries.
- Manage month end system close process.
- Manage monthly exchange rate updates.

Reporting and analysis

- Complex (e.g. SQL, SSRS) report generation.



- Maintain and firms SSRS reporting suite including production of new reports as required.
- Prepare and maintain credible financial information by compiling historical financial data in a useful format and using information to help proactively inform strategic pricing decisions.
- Assist with the development of ad-hoc and standardised financial and performance reports on partner/matter/client levels to provide additional clarity and enhance transparency for partners.
- Track and maintain pertinent information relating to all pricing and budgeting/fee estimate efforts and offerings across the firm.
- Monitor adherence to firm's time-recording policy and escalate occurrences of non-compliance.
- Support the finance team's overall tasks acting as backup/support for appropriate tasks.
- Key contributor to projects to improve and expand reporting capability including data cubes and BI dashboards.

Other areas of work

- Support the finance team's overall by acting as backup/support for appropriate tasks.
- Opportunity to contribute to multiple areas of legal finance.

Skills and knowledge

Competitive candidates will possess:

- Significant legal or professional services finance system experience.
- A strong understanding and experience of Aderant Practice Management Systems.
- Strong analytical skills, with the ability to convert complex/raw data into concise and actionable intelligence.
- Experience of working in an international and multi-currency environment.
- Strong analytical and Excel skills. Excellent communication skills and professionalism.
- The capability to deliver excellent work in a fast-paced international environment.
- A high level of attention to detail, sound judgment, and logical decision making with a hands-on approach.
- A proactive approach with a 'can do' attitude.
- Excellent interpersonal skills with the ability to communicate clearly, orally and in writing.
- A collaborative team player attitude with the ability to work co-operatively and flexibly with a varied team of people.
- A commitment to ensuring fiscal integrity and ability to handle highly confidential information with discretion.
- A demonstrated competence to assess priorities and manage a variety of activities in a time sensitive way.