

## **P R O F I L E**

Organization:

**Baker & McKenzie Amsterdam N.V.**

Position:

**Finance Director**

## Baker McKenzie

Baker McKenzie is a leading international law firm. The lawyers, civil-law notaries and tax specialists of Baker McKenzie help multinationals with innovative solutions for complex issues. Baker McKenzie has 74 offices in 45 countries and employs more than 6,000 lawyers, civil-law notaries, tax specialists and economists worldwide.

Baker & McKenzie Amsterdam N.V. (Baker McKenzie Amsterdam) has a fully integrated civil, tax and notarial practice with approximately 200 lawyers, tax specialists and civil-law notaries. From its office in Amsterdam, Baker McKenzie provides international and Dutch clients with advice on local and cross-border matters.

The Board Members of Baker McKenzie Amsterdam are Mr. Kim Tan (Managing Partner), Mr. Mirko Marinć (Partner) and Mrs. Sandra Spek (General Manager).

## Finance Director

Due to the leave of the current Finance Director, Baker McKenzie Amsterdam is looking to fill this upcoming vacant position.

### About the role

<b>Role Title</b>	Finance Director
<b>Location</b>	Amsterdam
<b>Role purpose</b>	The Finance Director at Baker & McKenzie Amsterdam N.V. leads financial operations, ensures accurate financial administration, handles billing and client revenue, supports financial projects, and collaborates with general management, the Board and practice group leads. The role also involves managing the finance team, fostering a collaborative environment, and serving as the primary contact for financial matters with key stakeholders.
<b>Main responsibilities</b>	<b>Strategic Financial Leadership and Reporting:</b> <ul style="list-style-type: none"><li>▪ Develop and implement financial strategies to support the Office's goals and objectives.</li><li>▪ Provide financial insights and recommendations to General Manager, the Board, and practice group leads to support decision-making.</li><li>▪ Lead financial planning and analysis efforts, including budgeting, forecasting, and variance analysis.</li></ul>

- Prepare and present financial reports to the management, board, and practice group leads, ensuring they are informed of the firm's financial performance and key metrics.

#### **Billing, Revenue Management, and Financial Compliance:**

- Manage the in-market Intake and Client Revenue Specialists team, serve as the primary point of contact for the end-to-end billing process, from new client/matter intake to billing and coordination of collections disputes.
- Oversee the billing process, ensure compliance with client-specific billing guidelines and financial regulations and internal policies.
- Coordinate and communicate with the Global Billing team and other stakeholders to ensure alignment on financial processes and to improve billing efficiency.
- Set and monitor Intake and Billing KPIs, conduct regular process reviews to identify and mitigate financial risks.

#### **Financial Accounting, Reporting and Analysis:**

- Oversee record-to-report processes to ensure accurate financial analysis and reporting.
- Work closely with the Finance Controller on the annual financial closing process, ensuring all financial records are accurately and timely reconciled and closed.
- Coordinate with auditors during the annual audit process, providing necessary documentation and support.
- Support analysis and provide feedback on global costs and service fee true-ups, ensuring accurate allocations, and collaborating with stakeholders.

#### **Project and Process Management:**

- Lead financial projects to enhance financial operations and reduce implementation risks.
- Identify opportunities for process improvement and implement best practices to enhance financial efficiency.
- Support the implementation of new financial systems and tools to streamline operations in line with the Firm's strategies.

## Team Management and Collaboration:

- Lead and manage the finance team, including performance reviews, training, and development.
- Foster a collaborative and inclusive team environment, encouraging open communication and knowledge sharing.
- Set clear goals and expectations for team members, providing regular feedback and support to help them achieve their objectives.
- Oversee the allocation of tasks and responsibilities within the team, ensuring efficient use of resources and timely completion of work.
- Address any team-related issues or conflicts, promoting a positive and productive work culture.

## Stakeholder and Shared Services Management:

- Serve as the primary point of contact for financial matters with key stakeholders, including Partners, the Board, Regional and Global functional leads, Shared Service Centres, and strategic teams.
- Facilitate regular meetings and updates with stakeholders to address financial queries, provide insights, and ensure smooth collaboration.
- Develop and maintain strong relationships with stakeholders to support effective financial management and decision-making.
- Co-manage activities of the global shared services to address issues and support local teams and management, while helping global management improve their services.

## Travel requirements

- Occasional travel for meetings, training, and collaboration with other offices.

## About the team

### You will report to

General Manager Mrs. Sandra Spek

### Your direct reports, if any

Intake (Client Revenue Analysts) team, Billing (Client Revenue Specialists) team, Business & Finance Controllers and analysts.  
The total team is around 14 fte.

### Key relationships

- In-Market Business Teams
- In-Market lawyers, legal assistants and management
- Central Billing, Collections, NBI, Pricing and Matter Management teams

## About the candidate

### Technical skills, qualifications and experience

- Bachelor's degree in Finance, Accounting, or a related field.
- Proven experience in financial management and control, billing, and revenue management.
- Strong analytical and problem-solving skills.
- Effective risk assessment and decision-making.
- Excellent communication and interpersonal skills.
- Proficiency in financial software and tools.
- Ability to manage multiple tasks and projects simultaneously.
- Detail-oriented and highly organized.

### Personal qualities

#### Preferred Qualifications:

- Experience in a law firm or professional services environment.
- Knowledge of global billing processes and automation tools.
- Project management certification or experience.
- Demonstrates strong leadership skills, driving strategic financial initiatives and fostering a collaborative and inclusive team environment.
- Possesses exceptional analytical and problem-solving abilities, providing insightful financial analysis and recommendations to senior management and stakeholders.
- Upholds the highest standards of integrity and accountability, taking responsibility for financial accuracy and compliance with regulations.
- Exhibits excellent communication and interpersonal skills, effectively engaging with internal and external stakeholders to address financial queries and support decision-making.

## Planning & process

Chasse Executive Search has been requested to guide the executive search for the Finance Director of Baker McKenzie Amsterdam. Sven de Jongh and Inge Diepenhorst will execute this search.

### Applications - closing date: 15 May 2025

The closing date for written applications with motivation and curriculum vitae (in PDF) is 15 May 2025 via [info@chassesearch.nl](mailto:info@chassesearch.nl).

The privacy statement of Chasse applies to the application.  
More information about the privacy statement can be found [here](#).

The time schedule is as follows:

Planning	
April 2025	<ul style="list-style-type: none"><li>▪ Search Chasse.</li><li>▪ Preselection and interview candidates by Chasse.</li><li>▪ Discuss candidate list with Baker McKenzie.</li></ul>
May-June 2025	<ul style="list-style-type: none"><li>▪ Interviews at Baker McKenzie by Board Members and HR.</li></ul>
July-August 2025	<ul style="list-style-type: none"><li>▪ Formal appointment.</li></ul>