



Job Description

Job title: Local Practice Manager

Department: Operations

Jurisdiction: Hong Kong

Purpose of the role

Responsibility for the effectiveness of the Hong Kong operations, with responsibility for delivering the balance of Group and local business priorities. Act as the first point of contact for all Group-related activity into the local business, challenge and influence local behaviour to drive organisational performance, ensure compliance with Group procedures, support for the Group FD and facilitate communications to achieve a seamless service.

Key Responsibilities

- Lead, direct, motivate and manage the local Business Services teams day to day, whilst also ensuring regular contact with the central Business Services Managers to keep up to date on any planned changes or operational issues.
- Oversee the implementation of internal processes and policies to ensure the day to day operations of the local business are managed effectively and agree any required local adaptations with the central support teams.
- Take the lead on all the local office recruitment activity including liaising with local recruitment agents, candidates, setting up interviews and managing all recruitment administration, working closely with the Group Resourcing team to ensure the Group Recruitment protocols are adhered to.
- Provide guidance to Partners and management on HR related matters with reference to the Group HR team for additional support.
- Act as a liaison between Hong Kong and the Jersey Finance Operations team, including; supporting the budget, reforecast and audit process, assisting in communications with suppliers, tax authorities and auditors and encouraging effective debt collection by the fee earners.
- Assist locally on financial management matters such as collection, effectiveness of time recording, control of corporate credit cards and supplier management
- Identify areas of process improvement and efficiency within local and Group operations.
- Manage the implementation of the operational elements of the local business plans and strategies, and monitor overall service delivery performance.
- Establish the key local business priorities and ensure that resources are managed appropriately.
- Support any centralised processes both in terms of facilitating delivery of the service and reinforcing benefits when challenged.
- Build positive relationships with Partners and Directors / Heads of, including managing relationships and delivery expectations.
- Build strong relationships across the group to share best practice and drive group cohesion.
- Appointed as a Chief Legal Representative of Ogier Shanghai Rep office
- Monitor full operations of Shanghai Rep office

Recruitment Protocols

- Appointed as Money Laundering Reporting Officer (MLRO) – review and sign off high risk matters and deal with all Compliance issues

Operational and hands on duties including but not limited to the following:

- Coordinate with service provider regarding all HR functions including payroll, MPF, IRD filling, employer's tax return filling, recruitment, compensation and benefit administration, starter and leaver procedures, working visa applications and renewals, performance assessment procedure, respond to Government's census and Statistics surveys and reports.
- Handle employee relations, grievances, complaints, and disciplinary matters, whilst taking advice and guidance from the central HR team.
- Liaise with Law Society in regards to all compliance matters including filling changes and notifications, Foreign Lawyer Practising Certification application and renewal.
- Local finance duties includes review and approve expenses payments through Metastorm, process cheque requests, corporate credit card transaction, issue Retainer invoice and post month end journal entry for Shanghai office.
- Perform urgent exceptional ad-hoc financial transactions if the central finance operations team are unable to assist due to time differences.
- Establish and maintain banking relationships with local bank
- Support IT support function on occasions

Competencies

- Qualified accountant preferred but not essential
- Ideally previous experience in an Office Manager role
- Good generalist management experience
- Financial background and/or qualifications
- Ability to assess, monitor, control and mitigate risks to the firm with awareness and understanding of the main risks facing the business
- Ability to build strong working relationships
- Ability to influence and persuade key internal stakeholders
- Resilience and ability to self-motivate
- Proven experience of developing and delivering clear, accurate and relevant reports to aid decision making
- Eye for detail and diligence to ensure accuracy of system, process and output
- Confidence to work directly with Partners and senior management
- Personally organised
- Team management experience

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com