

White & Case Global Operations Manila LLP

Company Background:

White & Case is an international law firm that serves companies, governments and financial institutions. Our long history as a global firm means we are uniquely placed to help our clients resolve their most complex legal challenges wherever they are.

In Manila, we handle a substantial line-up of processes in office administration, compliance and new business, finance, technology, human resources, knowledge resources and marketing. Since 2007, our team has steadily grown from an initial employee headcount of five people to its current staff of more than 400 people, making it one of White & Case's largest offices. In its first decade, our Global Operation Centre here has established a reputation for providing world-class business support.

We are committed to the continuous professional development of our team members, championing excellence in a dynamic, challenging and rewarding work environment. Our goal is to provide a learning and development path that is tailored toward individuals and leverages on their strengths. Learning track programs also give members of our team the chance to acquire new skills and knowledge.

Position: Risk & Compliance Manager

Position Summary

Responsible for predicting and managing risks that could hinder the organization from reliably achieving its objectives under uncertainty and ensuring adherence to the mandated boundaries (laws and regulations) and voluntary boundaries (company's policies, procedures, etc.)

Education and Qualifications

- Candidate must possess at least a Bachelor's/College Degree
- At least 3 to 5 year(s) of working experience in the same capacity and position
- Excellent verbal, written and interpersonal communication skills.
- Extensive experience in managing audits both internal
- Knowledgeable in Information Security Client Data Protection Business Continuity SOC1/SOC2/ is a plus
- Knowledge of the office productivity tools such as MS Office applications (with above average skills in MS Excel)
- Preferably leads specializing in Risk and Compliance in BPO set-up or equivalent
- Can start ASAP
- Flexible and willing to do shift schedules

Responsibilities

Primary Duties and Responsibilities:

- Manage and supervise team of Risk and Compliance Representatives across various Risk and Compliance initiatives related to Infrastructure Services
- Act as the Data Privacy Officer for White & Case - Global Operations Center (Manila) LLP in compliance to the Data Privacy Act RA10173
- Support service delivery in preparation for client or industry specific certification and compliance programs
- Manage implementation and maintenance of risk self-assessment programs across service delivery, such as service delivery representation letter
- Manage reviews to assess the service delivery control environment and evaluate adherence to client identified contractual requirements, firm policies and standards.

- Monitor and provide assurance that the identified findings and actions are tracked to closure and report to leadership thereon.
- Facilitate sharing of learning from matters requiring interventions, such as incidents, initiate process improvements and updates to policies and standards.

Functional Competencies:

- Ensure compliance to Contractual, Statutory, Regulatory, and Best in Class requirements by conducting audits, risk assessments, business impact analysis, vulnerability assessment, gap analysis and the like.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Conduct or direct the internal investigation of compliance issues.
- Work to build a culture of compliance and sensitivity to risks and will partner with appropriate groups in order to close out any identified risks and audit findings
- Liaise with the audit POC to provide documentation to support internal and external audits
- Ensure consistency of process documentation of other regulatory requirements
- Lead actions to maintain/adhere to local regulatory compliance (ISO 27001, PCI, SAS 70)
- Records Management
 - Identify and create records inventory and ensure compliance with records retention requirements
 - Develop and maintain a secure document storage solution (i.e. Internal Folders, etc.)
 - Provide input into stakeholder communication (i.e. dashboard reporting) includes identifying emerging risk, communicating concerns raised
- Ensuring adherence to internal controls
- Creation and review of the following:
 - Business Continuity Management Policy
 - Data Privacy Manual

Other Duties

- Must have knowledge in mapping the operational process for all firm functions. This is needed to know the future risk that the firm would have while the shared service operations is running
- Must know how to guide and have visibility of the on-going operations process to make sure that Manila is compliant to the global firm policies
- Must have experience with doing business audits to support the operations with the required certifications

Position: SOC (Security Operations) Engineer

Essential Job Requirements:

- 3+ years IT experience for a medium to large geographically dispersed enterprise
- Experience in managing and operating of SIEM and IPS.
- Experience in security solutions like: Antivirus/Antimalware, Host based IPS, Web-Proxy, NAC, Next Gen Firewall, Encryption and DLP
- Strong in Forensics: Log Correlation, Parsing and Auditing. Packet analyzation and System data gathering.
- Knowledge on endpoints, network devices, threats, vulnerabilities and practical use case for common attacks and best practices.

- Knowledge in foundational networking basics and understanding common Protocols from Data-link to Application Layer
- Knowledge in Network Architecture
- Knowledgeable in security incident response, root cause analysis, triage and remediation.
- Knowledgeable in network scanning and penetration testing.
- Knowledgeable in malware analysis.
- Basic knowledge of authentication and cryptography technology.
- Investigative mindset, able to filter and select interesting data.
- Self-initiative and motivated on learning and catching up with the latest in security such as: vulnerability, exploit and adversary.
- Ability to analyze and resolve complex issues
- Strong presentation and interpersonal skills
- Must be able to multitask and work in a fast-paced environment
- Capable of grasping new concepts without prior experience
- Ability to travel or work overtime, as needed
- Comfortably interact with all levels of the partnership and staff.

Duties and Accountabilities:

- Reports to the Security Operations Team Lead
- Develop, document, and implement process within the SOC and relevant reports
- Engage across different teams and functions to address security events and creation of process flows
- Participate in Firm-wide planning activities
- Actively monitor new and emerging Security infrastructure-related technologies, trends, issues and solutions
- Adhere to and champion the GTS core values and principles.

Position: Market Research Specialist

Position Summary

Specializes in high-level research and analysis of companies, industries, markets, countries and competitors for partners and marketing BD team globally. Locates, gathers and packages data and other information collected for client, business and practice development projects. Contributes to the firm's knowledge management initiatives where appropriate. Utilizes fee based and value-added business and legal online databases and web resources in an accurate and timely manner. Works independently within a team environment.

Responsibilities

- Assists in quality checking of reports and projects
- Assists in mentoring and training team members
- Maintains good knowledge of various databases accessible to the Manila team and responds to questions regarding said databases and analytical techniques
- Researches, analyzes, and disseminates company, sector/market and competitor data for various practice areas and administrative departments
- Forecasts potential legal developments and business opportunities for current and potential clients
- Synthesizes information and facts to provide brief and detailed company reports, sector/market reviews, biographical summaries, and analysis of key transactions, trends, litigation and outside counsel
- Provides research and reports for client and business development, client meetings, attorney articles, partner retreats, administrative departments, and other research requests as needed
- Proactively selects appropriate internal and external print resources, online databases, and websites to answer research needs firmwide
- Establishes current awareness monitors for legal and non-legal staff across all offices
- Sets up and generates weekly news alerts
- Assists in updating Market Research process manual
- Maintains files on iManage and shared drive
- Updates key client and priority client reports
- Prepares and reviews scope, project plan and template draft for sector/market reports and highly-customized requests

Additional Responsibilities

- Works as part of the Manila research team to meet market research needs for partners and administrative departments in all offices
- Tracks research time
- Analyzes basic facts and data, critically evaluates and selects resources
- Completes other special projects as requested
- Any additional responsibilities as required / set out by the Supervisor / Senior Manager

Essential Job Requirements

Capabilities

- Works well under pressure, meets tight deadlines, shows great attention to detail.
- Ability to synthesize relevant information needed for market research.
- High personal standard of ethical conduct and ability to securely handle confidential and proprietary information relating to the Firm and its clients is required.

- Strong interpersonal and communication skills, both written and oral.
- Ability to select and search the best resources in order to meet the information needs of the firm in the most cost effective and timely means possible.
- Demonstrates ability to work independently within a team environment, manages multiple tasks simultaneously, completes detailed work accurately and with minimal supervision.
- Strong analytical, problem solving, time management, multi-tasking, and organizational skills.
- Ability to learn new databases and resources.
- Background in professional services desirable.
- Willing to work EMEA / New York hours.

Education and Qualifications

- Bachelor's Degree preferably related to Research, Library, Business, or Finance.
- At least 5 years business, industry and financial research experience required, legal research preferred.
- Experience working with research databases highly desirable:
 - Deals databases (Thomson One Banker, Bloomberg, Mergermarket)
 - Company information databases (Capital IQ, OneSource, Hoovers)
 - News search (LexisNexis, Factiva, Reed Elsevier etc.)
 - Investment analysis (FDI etc.)
- Experience using Excel, PowerPoint and Word.

Position: Data Analytics Coordinator

Position Summary

The Data and Analytics Coordinator will provide direct assistance to the Supervisor of Data and Analytics Team in the performance of updating reports/adhoc and creation of new one's which includes data gathering, data entry, and other agreed-upon projects of the team.

Duties and Accountabilities

- Responsible in the collection, preparation, development and distribution of reports
- Maintain existing reports and processes and update as required and needed
- Responsible for data integrity, accuracy and on-time delivery
- Participates in the development and maintenance of data warehouse, reporting enhancements, including the creation of new reporting templates and reports
- Acts as a consultant in the areas of expertise
- Perform ad hoc tasks and responsibilities as required by the Company and its management
- Develop, design, and implement process improvement initiatives to improve operational effectiveness and efficiency

Job Requirements

- High proficiency in MS Excel, MS PowerPoint, and MS Access is essential
- Knowledge in MS Project (or any project management tool) is an advantage

- Ability to meet deadlines and manage multiple tasks and work independently
- Strong ability to learn new technical applications quickly
- Must have proven attention to detail, with excellent analytical, critical thinking, problem solving, and personal organization skills
- Excellent interpersonal and communication skills (written, verbal, presentation)

Position: Accounting System Specialist

Position Summary

White & Case Global Operations Center (Manila) LLP is seeking an **Accounting System Specialist** to work as part of the Financial Systems and Processes team. This person will be responsible for preparation of reconciliation schedules to support statutory reporting, analysis, training, and setups in our global finance system Elite 3E, to support each of our 40+ offices in managing their local books.

The successful candidate must possess exceptional communication skills both written and oral, be able to multi-task in a high paced environment and be highly detail oriented.

Responsibilities

Duties and Accountabilities:

- Preparation of supporting documents for statutory account and schedules
- Reconciliation and review of variance analysis on statutory accounts
- Prepare journal entries as well as bills, and receipts and accounts payable vouchers in connection with creating entries for statutory books
- Gather and maintain statutory requirements for each office
- Resolve issues escalated to the Financial Systems team related to statutory accounts
- Work with other team members, consultants, and developers to address reporting gaps or other accounting development needs in the finance system
- Test new functions and fixes to existing processes of the finance system
- Prepare and maintain documentation directly related to statutory processes
- Conduct remote training with our local finance teams on statutory reporting and processes
- Assist global finance teams to transition from local finance system to global finance system
- Handle statutory GL setups in global finance system
- Participate in financial system closing activities
- Other reasonable duties as the business requires

Job Requirements

- Bachelors degree
- 5 - 7 years of accounting or finance experience preferred
- Ability to multi-task and work-well in high paced environment
- Highly proficient in Microsoft Office Excel
- Excellent communication skills – written and oral
- Exceptional determination, self-motivation and interpersonal skills and resolve
- Open to rotating shifts

Contact Person:

Francisco Carlos Jr.

Sourcing Specialist

francisco.carlos@whitecase.com

Manila Recruiting Team

manilarecruitment@whitecase.com