# Legal Cashier – Business Services department

## Job title: Legal Cashier

**Department:** Business Services

**Reporting to:** Head Cashier

**Contract:** Permanent, full-time – with hybrid working

**Hours:** Hours worked are between 9:30am-5:30pm, Monday to Friday

**Office location:** Manchester

**Salary:**  Competitive, plus benefits

**Benefits include:** 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**Overall purpose**

* To assist the Accounts Manager in ensuring that the firm’s accounting complies with the appropriate standards and procedures as set out by the Law Society.
* To ensure that all legal cashiering duties are undertaken promptly and accurately.
* To ensure that the firm’s accounting procedures are adhered to and that fee earners are kept informed of relevant matters in a timely fashion.
* To provide ongoing support to all members of the firm on accounting procedures and Solicitors Accounts Rules (SARs).

**Main responsibilities and duties include:**

* The processing and posting of client and office accounts transactions including UK bank transfers.
* Billing including allocating WIP.
* Client to office transfers
* Allocation of incoming client account funds.
* Processing, banking & posting of cheques received.
* Processing of any cheques required.
* The administration of petty cash.
* Assisting with the preparatory work for the annual audit of accounts.
* Carrying out other such tasks as might from time to time be required.

**Performance Measured By**

* Accuracy of work produced.
* Efficiency and timeliness of response to requests.
* Ability to work on own initiative, maintaining a flexible, responsive and responsible attitude.
* Personal development and contribution to the overall objectives of the Firm.
* Good attendance and timekeeping.

**Required Skills and Experience**

* Ability to use legal accounting software packages.
* Competent user of Excel and familiarity with Word.
* Demonstrable strong numerical skills.
* High standard of interpersonal and communication skills, especially in the context of client care.
* Strong team working skills.

**Person Specification**

* Proven ability to organise, prioritise and work to tight deadlines in an efficient and timely manner (in particular at month end), whilst maintaining a positive attitude.
* Proven ability to work and contribute in a team environment and maintain a professional conduct.
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of internal colleagues and clients.
* Good attention to detail.
* Proven commitment to maintaining the highest levels of integrity and professional conduct.
* Previous experience of working in a busy office environment.
* Good attention to detail.