

JOB DESCRIPTION	
Job Title:	Legal Cashier
Department:	Support Services – Finance Department
Responsible to:	Head of Finance
Responsible for:	N/A
Location:	2 North Street, Queens Chambers, Newport, NP20 1TE (with flexibility to work from other HE premises if required).
Please note that successful applicants are required to undertake an enhanced DBS check for this post in accordance with Law Society accreditation scheme rules.	

1. Role/Job Purpose

To be primarily responsible for ensuring the Firm's compliance with the SRA whilst helping protect the Firm and its clients from money laundering and fraud.
To provide administrative and financial support to the accounts section to help ensure the smooth and efficient running of the Finance Department.

2. Role Requirements

The suitable candidate will be expected to carry out the following duties:-

- Processing card payments
- Dealing with any external and internal queries
- Ensuring compliance with SARs, money laundering and VAT regulations
- Input and approval of CHAPS and BACS payments
- Stamp Duty payments
- Client and office transfers
- Daily printing of cheques
- Daily banking of cash and cheques
- Processing expense claims
- Processing credit notes and write offs
- Processing bills
- Producing statement of accounts
- Review matter balances for cash collection
- Residual balance review
- Intercompany reconciliations
- To undertake mandatory training or training identified as necessary to update skills or improve performance.
- To undertake any other duties assigned by senior members of the Firm which are considered reasonable and within the scope of your skills.
- Any Other Ad-Hoc Duties

Personal Responsibilities

Essential:

- Administrative skills, including drafting letters and completing forms
- Accounting background - highly essential
- Communication skills
- Strong excel skills
- Ability to prioritise, work under pressure and meet deadlines

- Ability to work on own initiative as well as part of a team
- To undertake mandatory training or training identified as necessary to update skills or improve performance.
- Have appropriate skills or ability to acquire and develop skills in order to utilise the Firm's legal software systems effectively
- To ensure client satisfaction remains a high priority at all times and ensuring appropriate client relationship management.
- To ensure that supervision is sought prior undertaking any work outside of the scope of the role.
- To undertake any other duties assigned by senior members of the Firm which are considered reasonable and within the scope of your skills.

3. Person Specification

KNOWLEDGE, TRAINING AND QUALIFICATIONS

Essential

- Knowledge of Solicitors Accounts Rules
- High Proficiency in all Microsoft Office Packages including word, excel outlook e-mail, outlook diary functions.
- Experienced/Strong Excel user.
- 5 GCSE at Grade C or above (or equivalent) including Maths and English or able to demonstrate equivalent knowledge or skills
- Effective numeracy, literacy and word processing skills
- Administrative skills, including drafting letters and completing forms

Desirable

- Familiar with accounts procedures, client ledgers, disbursements and office accounts

EXPERIENCE

Essential

- Minimum of one years' experience working in the Legal Accounting sector.
- Experience of working with legal office software/systems and platforms.
- Experience of dealing with clients in person and on the phone.
- Previous experience of working on a computerised management information system
- Experience of handling cash and cheques to settle accounts.

Desirable

- Experience of dealing with clients at all levels, including corporate entities & high net worth Individuals.

PERSONAL SKILLS AND QUALITIES

Essential

- To be personable and have the ability to engage with staff, third parties and clients from various backgrounds and be able to deal with potential issues/problems in a polite and courteous manner.
- Demonstrable ability to develop a positive ongoing working relationship with immediate team members and members of the wider team/Firm.
- Ability to manage competing demands and progress multiple tasks simultaneously whilst maintaining a professional service.
- Ability to maintain attention to detail and accuracy when carrying out a task whilst working within tight timescales.
- Excellent communication skills both written and verbal, with the ability to deliver clear and precise written reports, correspondence and documentation.

- Good prioritising and planning skills in order to meet deadlines, sometimes under pressure.
- Ability to work with confidential and sensitive information with discretion.
- Flexibility to work outside of normal office hours that may be required from time to time.
- To demonstrate a professional attitude and appearance commensurate with that of a Professional Services employee.

Desirable

- Ability to develop and communicate new ways of working, systems and procedures to ensure that own work and that of the team is carried out effectively.
- Ability to manage & prioritise an extensive caseload.