

# LEGAL CASHIER NEEDED TO JOIN OUR FAMILY



<b>EXPERIENCE</b>	Minimum of 2 years experience within a law firm
<b>TEAM</b>	Accounts Department
<b>LOCATION</b>	Milton Keynes
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 20 days holiday</li> <li>• BUPA Private Health (after 6 months completed service)</li> <li>• Employee Assistance Programme</li> <li>• Income Protection Scheme</li> <li>• Death in Service Benefits</li> </ul>
<b>THE FIRM IS MADE UP OF</b>	163 people
<b>THE TEAM IS MADE UP OF</b>	1x Finance Manager 1x Head Cashier 2x Legal Cashiers

## KEY KNOWLEDGE

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Previous experience as a Legal Cashier</li> <li>• Experience within a law firm</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• Expense Claims</li> <li>• Knowledge of Purchase Ledger</li> <li>• Knowledge of “Elite” System (Legal Accounts Software)</li> <li>• Petty Cash requests and reconciliations</li> <li>• Familiar with reporting and investigating queries</li> <li>• Working knowledge of VAT</li> </ul>
<b>FAMILIAR WITH</b>	<ul style="list-style-type: none"> <li>• Solicitors Accounts Rules (SAR’s)</li> <li>• Legal Accounts Software (“Elite” would be an advantage)</li> <li>• Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access)</li> <li>• Cheque production out of office and client account</li> <li>• Daily banking</li> <li>• Transfer of funds using the CHAPS/BACS system</li> <li>• Producing invoices</li> </ul>

## KEY SKILLS

- Previous knowledge and experience of general legal cashiering and general accounts duties
- Responsibility for managing the day to day organisation of the department's administration and records (e.g. holiday bookings)
- Ability to draft simple correspondence unsupervised
- Confidence and ability to communicate at senior levels and to liaise with all parties both internal and external
- Excellent interpersonal skills with the ability to develop a good rapport with all internal and external clients
- Team player able to fit into a friendly but busy unit
- Excellent organisational ability with a friendly but professional attitude
- Ability to work under pressure and to tight deadlines particularly at month end and financial year end
- Confidently produce accounts related documents (i.e. cheques etc) and related information
- Confidently manage money laundering duties in compliance with emw law procedures and/or money laundering regulations
- Ability to respect confidentiality of work carried out.

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.