Legal Cashier

Description
My client, a medium sized law firm based in Manchester, is seeking to recruit an experienced Legal Cashier to join their busy accounts team.

Responsibilities
Duties and Responsibilities:

General duties as a Legal Cashier may include but not be limited to:

- Bank reconciliations
- Preparing and authorising online electronic bank transfers, i.e. CHAPS, BACS, and Faster Payment
- Office disbursement payments
- Dealing with incoming cheques
- Invoice payments
- Ad hoc accounts tasks
- Answering any account queries internally and externally
- Working knowledge and understanding of Solicitors Accounts Rules
- Support with the management of the cashiering queries inbox ensuring timely and accurate responses are delivered to stakeholders

Qualifications
The Ideal Candidate:

- Must be experienced in conveyancing completions
- At least one years experience at junior/legal cashier level
- Strong relevant experience, alongside the ability to work under pressure in a fast-paced environment.
- Confident user of Microsoft Excel / Proclaim
- Have strong interpersonal skills

Job Benefits
This is a hybrid role where attendance at the office is required 3 days during the week – the remaining 2 days can be worked remotely.

Salary and benefits are commensurate with skills and experience with a salary in the range of £20-26,000. In addition there is flexible working and a range of other benefits.

Contacts
Applications are currently being shortlisted so apply today for immediate consideration.

Joanne Watkinson, Director

joanne@giaconsultancy.co.uk

Hiring organization
Gia Consultancy

Employment Type
Full-time, Permanent

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Legal

Job Location
Manchester

Working Hours
Full Time

Base Salary
£ 20000 - £ 26000

Date posted
July 28, 2021

Valid through
31.08.2021