

<https://giaconsultancy.co.uk/job/legal-cashier-3/>

Legal Cashier

Description

My client, a specialist law firm with its roots in Yorkshire are looking for an experienced Legal Cashier for their prestigious offices in York.

Working alongside the Accounts Manager and supporting the wider business with financial and bookkeeping tasks, the role is varied and challenging.

Responsibilities

- To support the operation of the firm's accounting system.
- To ensure that all banking is done daily as directed.
- To ensure that all cheques are written on correct amounts and Client Account is never allowed to overdraw.
- To enter postings to the accounts system on a daily basis.
- To prepare and enter bills on a daily basis.
- To execute Telegraphic Transfers.
- To ensure that all supplier invoices are dealt with in a timely manner.
- To ensure that all closed accounts are authorized and that nil balances are achieved before archiving.
- To manage Petty Cash procedure.
- To manage own work allocation, productivity and quality of work with minimum supervision

Qualifications

To be successful in this role the appointed person will have:

- Excellent communication skills
- Excellent IT skills
- Excellent attention to detail
- Willingness to go above and beyond
- Strong, self-motivation and organisational skills
- The ability to work under pressure
- A professional attitude
- The ability to work as part of a collective team and share knowledge with junior members of staff

Previous experience will include:

- Recent practical experience of the legal accounts environment
- Working knowledge of accounting principles
- Working knowledge of legal software and fast, accurate keyboard skills
- Working knowledge and good understanding of Solicitor Accounts Rules.

Job Benefits

In return, you can expect a competitive salary and benefits package, Pleasant working conditions and the opportunity to continue to develop.

Contacts

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

York

Working Hours

Full Time

Base Salary

£ 20000 - £ 25000

Date posted

November 10, 2021

Valid through

09.12.2021

Applications are being considered now so apply today for immediate consideration.