

<https://giaconsultancy.co.uk/job/legal-cashier-4/>

## Legal Cashier

### Description

Our client is a lovely firm with offices in Stockport and South Manchester. Offering a range of private client services including Conveyancing, Wills & Probate, Family and Employment; they are really keen to secure the services of an efficient and experienced Legal Cashier.

### Responsibilities

As Legal Cashier for my client your duties will include:

- Responsible for the day to day running of the Accounts Department in conjunction with another cashier
- Managing the daily accounts functions of Sales/Purchase ledger, Credit control, cheque processing, electronic payments, and petty cash
- Dealing with bank transfers
- Responsible for cheque/cash banking
- Accurately recording all transactions including card payments received
- Produce weekly cashflows enabling accurate forecasting
- Responsible for daily bank reconciliations, generating month end and year end reports.
- Checking conveyancing completion statement for accuracy
- Bill posting
- Producing weekly alphabetic client listings and age debtor lists
- VAT management and returns
- Manage the firm's Pension Scheme payments
- Work closely with COFA to ensure financial compliance across the business

### Qualifications

As you would expect, the most important attribute is previous relevant experience in a similar Legal Cashier role. As a person, a strong eye for detail and high levels of accuracy are essential. Knowledge of Sage Payroll and Nest Pension Scheme would be a distinct advantage.

### Job Benefits

In return, the appointed Legal Cashier will enjoy a competitive basic salary, a range of benefits and also working as part of a really nice, collaborative team in a great office space.

### Contacts

If you are looking for a new role for 2022 and you feel you have what it takes to undertake this Legal Cashier role then apply today.

### Hiring organization

Gia Consultancy

### Employment Type

Full-time, Permanent

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

Legal

### Job Location

Stockport

### Working Hours

Full Time

### Base Salary

£ 23000 - £ 26000

### Date posted

November 30, 2021

### Valid through

31.12.2021