

<https://giaconsultancy.co.uk/job/legal-cashier-5/>

Legal Cashier

Description

My client is a long established and successful practice providing a range of legal services to the general public. With offices throughout the UK they are now looking to hire an experienced Legal Cashier to join their team near Wakefield

Responsibilities

Reporting to the Directors, this is a great opportunity for an experienced Legal Cashier to be responsible for the day to day financial activities of the firm.

Duties include:

- To undertake daily banking functions including bank reconciliations.
- The processing of client and office accounting transactions including postings and cheque production.
- The processing of client bills to include checking and posting
- Input and production of nominal cheque requests.
- Processing automatic and manual payment runs by BACS/TT and cheque.
- The processing of bank transfers.
- Carrying out month and year end procedures.
- Preparing monthly management accounts and liaising with accountants in relation to year end accounts and tax returns.
- VAT administration and returns.
- Processing of travel and other expenses.
- Money Laundering checks as required.
- Dealing with enquiries from fee earners and other staff members.
- Dealing with enquiries and payments from clients.
- The administration and reconciliation of petty cash.
- Monthly and yearly Financial Reporting.
- Administering Payroll

Qualifications

It is anticipated that the successful Legal Cashier will have a proven track record in a similar role. Additionally they will demonstrate:

- Strong IT skills including MS Excel and Proclaim Accounts
- Working knowledge of the Solicitors Accounting rules
- Keen attention to detail and a methodical work ethic
- Be an enthusiastic team player and demonstrating a positive and pro-active approach to tasks.
- A Legal Cashier qualification would be a distinct advantage.

Job Benefits

In return you can expect a competitive basic salary, excellent working conditions and ongoing development.

This is a great opportunity for a Legal Cashier to join a very well established firm.

Contacts

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Wakefield

Working Hours

9am- 5:30pm Monday to Friday

Base Salary

£ 23000 - £ 26000

Date posted

February 11, 2022

Valid through

28.02.2022

Apply today for immediate consideration.