

<https://giaconsultancy.co.uk/job/legal-cashier-6/>

Legal Cashier

Description

Are you an experienced Legal Cashier? Are you seeking a new and exciting role with a long-established and successful regional law firm? If so, this role could be just what you are looking for.

Based in the heart of York, my client is a full service practice with an established team and excellent working conditions.

Responsibilities

In this role you will provide a high level of support to the Accounts Department Manager in the provision of Financial Services to the practice by providing competent and efficient assistance in Cashier/Bookkeeping duties.

Your role will see you work alongside the wider support teams offering a high level of support to the Clinical Negligence Teams enabling them to give the best service to their clients.

Key tasks and accountabilities:

- 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

The successful Legal Cashier will bring to the role a minimum of 1-2 years experience in a similar role. Ideally that experience will involve working for a medium sized firm and experience of personal injury work.

Job Benefits

In addition to a competitive basic salary, the role involves hybrid working with 3 days office based and 2 days working from home.

Contacts

Applications are being considered now so don't delay, apply today!

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, hybrid 3 days in the office and 2 days working from home.

Base Salary

£ 23000 - £ 25000

Date posted

September 2, 2022

Valid through

30.09.2022