https://giaconsultancy.co.uk/job/legal-cashier/

Legal Cashier

Hiring organization
Gia Consultancy

Employment Type
Full-time, Permanent

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Legal

Job Location
Manchester

Working Hours
9:30am – 5:30pm Monday to Friday

Base Salary
£ 19000 - £ 25000

Date posted
April 19, 2021

Valid through
31.05.2021

Description

My client is a niche law practice with offices on the outskirts of Manchester city centre (Metrolink route).

An opportunity has arisen for an experienced Legal Cashier to join their 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 accounts 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

Our 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

What We Offer in Return:

- A combination of home and office based working available
- Highly competitive salary – negotiable for the right candidate
- Opportunity to accrue up to 4 days additional annual leave
- Opportunity to purchase an additional 5 days annual leave
- Time off in lieu
- Time off for birthday
- Company events

Contacts

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