



20.04.10

**Assistant Legal Cashier
Location: Leamington Spa**

We are looking to recruit an Assistant Legal Cashier to work from our Leamington Spa office, Monday to Friday 9.00am to 5.30pm.

JOB SUMMARY

- To undertake work in the Accounts Department under the direction of the Accounts Manager/Head of Department to provide a service to the Fee Earners and Support Staff
- To work in accordance with the Quality Manual and Quality System
- To act at all times in an appropriate way as an employee of a professional practice

MAIN DUTIES AND RESPONSIBILITIES

- To arrange payments by telegraphic transfers including liaising with fee earner and bank(s)
- Ensure confirmations are sent to the Bank in respect of telegraphic transfers and inter-account transfers, retaining a copy for records
- Advising fee earners verbally/by email of telegraphic transfers/ BACS received
- To process office and client account postings, including banking and cheque payments
- To calculate and pay any interest payments due to clients
- Action all file closure forms
- Assist fee earners as required to reconcile completion statements to computer records
- General computerized inputting
- Filing
- Archiving of records
- Bill postings both private and legal services
- Credit card payments
- To provide adequate cover for cashiering positions during holidays and absences
- Petty cash payments
- Daily Client to Office transfers / to liaise with fee earners concerning the transfer of monies from the client account to settle bills
- Ensure all client postings are completed on last working day of the month
- Assist fee earners as required to reconcile Completion Statements /Ledgers to computer records
- Maintain deposit accounts daily
- Action WIP adjustments as necessary
- Review and enter all authorized write-offs
- Post Contract Payments
- Post any other ad hoc Cashier responsibilities
- Ensure Solicitors Accounts Rules are adhered to
- Assist the Financial Controller with ad hoc exercises that may be reasonably required
- Ensure that the stationery supplies within the Cash Office are maintained at all times
- To be responsible for the safe and secure storage of accounts archives
- Adhere to the Quality Manual and Quality Systems
- To carry out from time to time the reasonable instructions of Fee Earners, Department Heads or Partners and not withstanding that such requests may be in addition to the normal skills and functions.

SKILLS EXPERIENCE AND PERSONAL QUALITIES

- At least 6 months' experience in an Accounts Office preferably Legal Accounts
- Numerically literate
- Neatness and accuracy
- Honesty and discretion
- Good telephone manner
- Ability to be a team player
- Ability to undertake work in accordance with requirements of the Quality Manual

KNOWLEDGE REQUIRED

- General book keeping knowledge
- Working knowledge of Microsoft Windows, Word and Outlook
- Knowledge of accounts computer systems an advantage although training will be given
- Previous knowledge of legal accounts an advantage, but not essential
- Ability to use fax machines and photocopier

ATTENDANCE AT MEETINGS

Support Staff Meetings

- Cashiers Meetings

If you are interested in applying for the above role, please email sushila.jones@alsterskelley.com with a covering letter and CV or download and submit our application form.

CONTACT:

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Human Resources

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