

JOB DESCRIPTION

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| **Effective Date:**  **Name:**  **Position: Legal Cashier**  **Responsible to: Finance Manager**  **Office: Based in Lincoln (may need to cover at Newark)**  **Hours of Work: 9.00am – 5.15pm Monday to Friday**  **Department: Accounts** |

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| **Objectives:**   * To process incoming Accounts post on a daily basis and distribute as required. * Process the daily Natwest bank statements on to Liberate and reconcile cashbooks, dealing with any queries and further money received in throughout the day. * Check completion statements and process chaps, same day and future dated payments. * Process cheques received on to Liberate and maintain the cheques received log book. * Process staff cheque requests. * Check and process client bills. * Daily bank run to Natwest. * Maintain petty cash, balancing every other day with another member of the team and arrange top ups as and when required. * Process any deposit account transactions as and when required. * Prepare reports and printouts for Team Leaders and staff as needed. * Check and process deletions, printing archive sheets ready for the secretaries to close files. * Take cash and card payments from clients. * Dealing with client and supplier queries. * Dealing with staff queries. * To ensure compliance with the SAR rules, liaising with the Auditors as and when required during the office audit and assisting the COFA in any compliance work. * To monitor claims from Partners and staff for expenses to ensure all relevant controls and procedures are in place and complied with. * Maintain Accounts paper work and filing on a daily basis. * Credit control, chasing clients by telephone and letter and following internal processes to recover outstanding payments. * On occasion cover workloads due to absences in the team. * Any other duties and responsibilities required by the Finance Manager from time to time. |

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| **Attributes/Skills:**   * Team player * Focused * Well organised with attention to detail * High level of numeracy * Punctual * Positive and well motivated approach to work * Strong service delivery skills to internal clients |

**MAIN DUTIES:**

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| **General:**  To work alongside another Cashier to maintain the Accounts duties on a daily basis. To provide a quality service to clients and other members of staff in the office so that they can rely on reports and work efficiently.  To support the Finance Manager in maintaining compliance and reporting any issues found.  To assist with training staff on the Accounts package if needed. |