

# DEBENHAMS OTTAWAY

## SOLICITORS

### Job Specification

Position:	Legal Cashier
Reports to:	Head Legal Cashier (HLC)
Department:	Finance, Practice Support
Location:	St Albans

#### Overview:

To provide support to the HLC and Fee Earners with the day to day running of the Finance function. This role requires a team player who is prepared to cover any of the requirements of the Finance function as set out below when necessary, working with other staff within the team to ensure that all transactions are processed in a timely manner and that the Solicitors Accounts Rules are followed at all times.

#### Key responsibilities:

- Checking our client account on the RBS Bankline system throughout the day, advising fee earners when funds received and updating ledgers in a timely manner
- Recording Land Registry and Property search payments to the Accounts system on a daily basis
- Daily bank reconciliations for the general client account and office account
- Printing client and office cheques and circulating to partners for signing
- Entering cheques to be paid in to the Bank onto the accounts system daily and handing to general office for banking
- Approving bills on to the Accounts system
- Checking and approving any Financial Transaction Requisitions made by fee earners through the Peppermint Accounts system
- Preparing credit notes when authorised to do so
- Operating the RBS Bankline system to set up client payments and transmit Inter-Account transfers as required
- Processing daily transfers from client to office accounts
- Dealing with staff enquiries around finance processes and procedures
- Managing petty cash, distributing to employees as required and performing a month-end reconciliation
- Ensuring all transactions are compliant with SARs and HMRC
- Taking card payments from clients over the phone

#### Skills and attributes:

- At least 2 years working as a legal cashier or in a similar role
- Good knowledge of SARs is essential
- Ability to work with minimal supervision
- Strong organisational skills including the ability to prioritise work
- Good time management skills and deadline driven
- Good written and verbal communication skills
- Strong computer literacy in relevant software packages - Microsoft Word, Excel, and Outlook (minimum level - intermediate)
- Knowledge of Peppermint software would be advantageous
- Accuracy and attention to detail
- Initiative
- Ability to follow instructions given
- Ability to cope with pressure and maintain a calm manner at all times