

# Job description

<b>Job Title:</b>	Legal Cashier / Accounts Assistant
<b>Reporting to:</b>	Finance Manager
<b>Based at:</b>	9 Cathedral Road, Cardiff CF11 9HA
<b>Hours:</b>	37.5 h/w Monday – Friday, 9am – 5.30pm with 1 hour for lunch
<b>Salary:</b>	TBC
<b>Benefits:</b>	25 days holiday per annum, plus statutory and bank holidays Private medical insurance (option to add family members at own cost) 3% pension contribution Death in service cover Company sick pay of up to 4 weeks per year
<b>Purpose of Role:</b>	The primary function of this role is to support the Finance Manager in the day-to-day financial operations of the firm, processing accounts transactions and assisting with month-end and year-end procedures.
<b>Key Tasks:</b>	<p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>• Preparing/typing client invoices as directed by fee earners</li> <li>• Monitoring bank accounts for monies in and assigning them to appropriate clients and matters</li> <li>• Processing CHAPS / BACS transfer requests, ensuring appropriate sign off has been obtained</li> <li>• Posting supplier invoices and processing payments onto the practice management system, ALB</li> <li>• Posting and paying client disbursements onto ALB</li> <li>• Managing client and office bank accounts, transferring money between them as appropriate</li> <li>• Banking cheques</li> <li>• Preparing reports as required</li> <li>• Monitoring client balances</li> <li>• Liaising with suppliers as required</li> </ul> <p><b>Weekly:</b></p> <ul style="list-style-type: none"> <li>• Processing expenses claims</li> <li>• Managing and reconciling petty cash</li> <li>• Chasing aged debt</li> <li>• Liaising with fee earners re billing and aged debt</li> <li>• Chasing up un-cashed cheques</li> </ul> <p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>• Assisting with month end processes</li> <li>• Conducting bank reconciliations mid-month and at month end</li> <li>• Keeping all central registers up to date as required by auditors</li> </ul> <p><b>Annually:</b></p> <ul style="list-style-type: none"> <li>• Assisting in year-end preparation and audit, reconciliation and reporting</li> <li>• Dealing with year-end queries</li> </ul>

<b>Technical Ability:</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Experience of working in a professional office environment</li> <li>• Strong working knowledge of Excel, MS Word and Outlook</li> <li>• Good working knowledge of a practice management database</li> <li>• Experience of managing sales and purchase ledger</li> <li>• Experience of conducting bank reconciliations</li> <li>• Experience of credit control</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Working knowledge of Solicitors Accounts Rules</li> <li>• Working knowledge of ALB</li> </ul>
<b>Person Specification:</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Consistently works to a high level of accuracy</li> <li>• Able to priorities work to ensure that daily, weekly and monthly deadlines are met</li> <li>• Able to use own initiative</li> <li>• Excellent customer service skills</li> <li>• Highly organised and able to work under pressure, particularly at month end</li> <li>• A completer-finisher</li> <li>• Willing to 'muck in' as required</li> <li>• Understands the commercial nature of the business, and therefore the need for professionalism</li> </ul>