

Reporting to: Accounts Manager

The Finance department in Lincoln is responsible for the day to day financial activities of the practice.

Main Responsibilities

The Legal Cashier will be responsible for:

- Compliance with the Solicitors Accounts Rules
- Ensuring the processing of financial information in the smooth running and reconciliation of the purchase and nominal ledgers

Key Tasks

1. To undertake daily banking functions including bank reconciliations.
2. The processing of client and office accounting transactions including postings and payment production.
3. The processing of client bills to include checking and processing.
4. Input and production of nominal payment requests.
5. Processing automatic and manual payment runs via online banking.
6. The processing of bank transfers.
7. Coding and input of Purchase invoices to appropriate budget headings.
8. Ad-hoc reporting
9. VAT administration and returns.
10. Processing of travel and other expenses
11. Anti-Money Laundering checks and ID processing as required.
12. Dealing with enquiries from fee earners and support staff
13. Dealing with enquiries and payments from clients
14. The administration and reconciliation of petty cash.

Essential Skills

- Previous legal accounts experience
- IT user skills with particular emphasis on excel spreadsheets
- Excellent keyboard skills

Desirable Skills

- Legal cashiering qualification
- Knowledge of the Solicitors Accounts rules

Personal Attributes

- Pays attention to detail
- Diligent and methodical work ethic
- Ability to work as part of a team
- A positive approach to working under pressure in a busy environment

(The job description covers the current range of duties and will be reviewed from time to time. Bridge McFarland LLP reserves the right to change the job description if the business requires it)