Job Description:

Junior Legal Cashier

Reporting to: Accounts Manager

Location: Bishops Stortford

Responsible for: No direct reports

Special Requirements: This role is a shared role with another member of staff.

Main Purpose of the Role

To accurately post payments and receipts daily.

To accurately deal with all incoming and outgoing electronic payments via Barclays.net banking system

Ensure that by the end of the month all payments/receipts are posted.

Main Responsibilities

The Junior Legal Cashier will support the firm by accurately posting all receipts and payments requested in accordance with the correct authorisation procedures. They will accurately file all of the supporting paperwork on a daily basis. Ensuring that all transactions processed are dealt with in accordance with the SARs.

Duties will include:

Dealing with incoming same day electronic transfers and sending out the same ensuring that the correct authorisation has been obtained prior to release of the payments
Daily banking of cheques received at Bishops Stortford
Daily production of client and nominal related payments
Daily production and remote printing of cheques requested by other Tees offices
Daily positing and reconciliation of HM Land Registry statement
Daily posting and reconciliation of invoices received re search fees
Daily posting of other office Client Account banking
Review daily and post requests received from other Tees offices
Daily filing of chitties
Collate and subtotal daily chitties
Maintain and reconcile petty cash tin
Twice monthly processing of expenses in accordance with the expenses policy
Monthly reconciliation and payment of Companies House statement
Dealing with requests received from Tees Financial plc
Daily review of bank statements, allocating payments and receipts correctly.
Ad hoc posting of journal requests

Person Specification

Behavioural and Technical	Essential/ Desirable	Definition
Communication	Essential	• Ability to communicate effectively with internal and external customers and staff. • Ability to communicate effectively with other Junior Legal Cashier
Organisational Skills	Essential	• Ability to work in a planned and organised way, but with the ability to multitask and manage a variety of requests at one time. • Ability to work to a variety of deadlines.
Teamwork	Essential	• Ability to work as part of a team with minimal supervision and a flexible approach to work. • Ability to build and maintain effective working relationship with other Junior Legal Cashier
Working with a wide range of different audiences	Essential	• Ability to build effective relationships with supervisors, managers, staff and clients. • An open and approachable manner with awareness for the need for confidentiality.
Technical Skills	Desirable Essential	• Experience of office systems and procedures. • Experience of accounting software and internet banking software. • Effective numeracy, literacy and word processing skills (GCSE Maths and English at grade B or equivalent).
Customer Focus	Essential	• Advocate of internal and external customer care, including dealing with a range of customer queries / concerns in a professional manner both in person and over the phone.
Deciding and taking action	Essential	• Has a proactive approach and will take responsibility for tasks and issues. • Capable of taking initiative and finding solutions to problems. • Awareness of responsibility and when and how to escalate issues appropriately.