

LEGAL CASHIER – PARTICULARS OF EMPLOYMENT

JOB TITLE

Legal Cashier/Account Manager

RESPONSIBLE TO THE PARTNERS

HOURS

Three days per week, or the approximate number of hours with some flexibility as to actual days work. Between 9am – 5pm, Monday to Friday, lunch break between 1pm and 2pm.

SALARY

£18,000 - £22,000 per annum, pro rata. Dependent on experience.

OVERALL OBJECTIVES

1. To ensure that accurate and up-to-date records are created of all financial transactions associated with client and office matters.
2. To supervise other members of staff as necessary in the creation and control of required records.
3. In so far as financial matters are concerned, to ensure that the practice adheres at all times to the requirements of the Solicitors' Accounts Rules 1998, the Financial Services and Markets Act 2000, and the Solicitors Code of Conduct (2007).
4. To provide the partners and external Accountants with information as required and requested
5. To assist department heads in the preparation of IHT Submissions, Estate Accounts.

SPECIFIC TASKS AND RESPONSIBILITIES

Monthly reconciliation of client ledger balances and client and office bank accounts.
Daily posting of all financial transactions and the production of associated audit trails.
Daily processing of incoming and outgoings cash and cheques
Daily control and monthly reconciliation of petty cash.
Preparing schedule of unpaid bills on monthly basis for discussion with partners and executing follow up action.
Monthly payment of suppliers' invoices.
Preparation of annual budget.
Preparation of monthly management accounts for partners
Checking ledger balances are clear on closed files as presented for archiving

GENERAL

1. Respond to requests/queries raised by staff and clients.
2. Cash Control

Weekly vouching of Bank statements with Office and Client Bank Account Records

3. Billing

- (a) Checking bills of cost prior to despatch to clients
- (b) Transferring costs between accounts as required

4. Completions

- (a) Checking draft conveyancing statements
- (b) Preparing, checking and sending telegraphic transfer of funds as instructed

5. Credit Control

- (a) Production of regular standard letters and, on partners' instructions, client specific chasing letters to pursue payment of outstanding bills
- (b) Resolving any resulting queries with clients and/or staff

6. Accounting Records

- (a) Preparation of all required month-end account entries e.g. write-offs and other adjustments as instructed by partners
- (b) Disclosing and accounting to clients as necessary for commissions and interest received

7. Management Accounting and Other Matters

- (a) Preparation and distribution to partners of monthly management accounts.
- (b) Dealing with requirements of external accountants at bi-annual audit visits
- (c) Preparation and submission of quarterly V.A.T. Returns
- (d) Preparation of draft partnership annual accounts for submission to external Accountants
- (e) Preparation of monthly salary records and arranging payment
- (f) Calculation and despatch of monthly PAYE/NIC remittance
- (g) Preparation of annual form P35 and forms P60
- (h) Timely payment of partnership tax demands as advised by external accountants
- (i) Completing Practice Certificate Application Forms
- (j) Arranging distribution to clients of Section 352 Certificates as necessary

8. Management and Maintenance of Central Records

- (a) Maintaining central record of undertakings given and received
- (b) Maintaining record of Money Laundering matters
- (c) Maintaining central record of complaints
- (d) Maintaining Central Client Identification Register

9. Insurance

Obtaining quotations and payment of office insurances

10. Staff Matters

- (a) Maintenance of staff extra hours record
- (b) Maintenance of staff holiday charts and records of staff leave/sickness

REQUIRED SKILLS KNOWLEDGE AND EXPERIENCE

1. Detailed knowledge of Solicitors' Accounts Rules and Money Laundering Regulations
2. Previous experience of solicitors accounting. The accounts operate by a Lawbyte Software Accounts System supplied by Edgebyte Computers
3. Good telephone manner
4. Good inter-personal skills and ability to communicate at all levels
5. Excellent personal organisation/time management skills and a high level of attention to detail
6. Ability to work well under pressure to meet deadlines as required
7. Detailed knowledge and understanding of all relevant practice procedures applicable to the post