

Legal Cashier JOB DESCRIPTION

Smith Partnership is a leading law firm in the Midlands. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

Job Title:	Legal Cashier
Department:	Accounts
Hours:	35 hours Monday – Friday, 9am – 5pm
Location:	Derby
Reporting to:	Chief Financial Officer

Main Purpose:

The Legal Cashier plays a vital role in protecting client monies, maintaining the integrity of the firm's financial records and ensuring compliance with the SRA Accounts Rules and internal financial controls. The purpose of the role is to provide an efficient, accurate and compliant legal cashing service, supporting the firm's partners, fee earners and support teams.

Job Content – Main Duties, Tasks, and Responsibilities:

The postholder will maintain accurate accounting records, process client and office account transactions, identify and escalate compliance risks, and contribute to the efficient financial management of the firm.

The main duties are as followed:

- Process client and office receipts and payments in accordance with the SRA Accounts Rules in addition to internal policies.
- Process electronic banking transactions using authorised banking platforms.
- Prepare client and office account payments following appropriate review and authorisation procedures.
- Perform daily and monthly client and office account reconciliations and investigate unreconciled items.
- Support fee earners with billing requirements and financial queries.
- Process bills, credit notes, write-offs and ledger adjustments as authorised.
- Monitor residual client balances and support their timely clearance.
- Identify and escalate unusual transactions, compliance concerns and potential breaches.
- Assist with audit requests and preparation of schedules for year-end audit requirements.
- Prepare reports and analysis as requested by the CFO.
- Contribute to continuous improvement of financial controls and procedures.
- Responsible for maintaining petty cash registers, keeping them accurate and up to date.
- Support with legal aid transactions.

GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.

LEGAL CASHIER - PERSON SPECIFICATION

Requirement	Essential	Desirable	How assessed
Education & Qualifications			
GCSE English and Mathematics (Grade 4/C or above) or equivalent	Y		A
ILFM qualification		Y	A
AAT level 3 or 4		Y	A
Commitment to ongoing professional development		Y	A/I
Experience			
3 years minimum experience as a Legal Cashier in a Law Firm.	Y		A/I
Supported financial audits previously.		Y	A/I
Experience of client and office account transactions and reconciliations.	Y		A/I
Professional Knowledge and Skills			
Strong knowledge of SRA Accounts Rules.	Y		I
Knowledge of legal accounting systems.	Y		I
Excellent verbal and written communication skills.	Y		A/I
Able to work independently and prioritise workload.	Y		I
Personal Attributes			
Strong analytical and problem-solving skills.	Y		I
High level of integrity.	Y		I
Professional and confident communicator.	Y		I
High level of attention to detail and organisational skills.	Y		A/I

Key:

A – Application

I - Interview

This job description may be amended at any time in consultation with the postholder.



Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____