



## **JOB DESCRIPTION**

Job Title: Cashiering Assistant  
Department: Accounts  
Reporting To: Cashiering Manager  
Location: Gatwick

### **Job overview**

Together with any other Cashiering Assistants undertaking the more junior responsibilities and duties of the firm's cashiering team, for example by dealing with the more straight forward payments and queries.

### **Knowledge, skills and experience**

High level of accuracy and numeracy.

Well organised with good time management and able to work under pressure to deadlines.

Pro-active approach to problems solving.

Good IT skills, including basic level Excel skills

Ability to build good working relationships.

Ideally studying towards Institute of Legal Finance & Management lower level qualification.

### **Cashiering team responsibilities and duties**

Responsibility for managing all client money coming in and going out of the firm:

- Operation of the CHAPS desk for time critical UK transactions and all overseas transactions.

- Operation of the non urgent systems for non-time critical UK transactions.

- Dealing with incoming electronic receipts.

- Depositing any cheques receipts and drawing any cheque payments.

Assisting with the investigation and resolution of reconciling items on the bank reconciliations.

Maintenance of required records where the firm operates a client's own account.

Calculation and application of any client interest.



Ensuring compliance with the SRA Accounts Rules

Minimisation of the risk of financial losses to the firm, including through fraud.

Efficient and effective co-ordination with the other accounts teams.

Assistance with development of the firm's financial systems.

Assistance with any mergers undertaken by the firm.

Any other tasks as reasonably required by the Finance Director.

Please note, you must be 18 or over for this position.