

Legal Cashier - Conveyancing

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Company: Liberty Towers

Location: London Area

Category: other-general

Legal Cashier/Bookkeeper London Hybrid Starting salary £45,000 to £48,000 dependent on experience

The Client Our client, an established law firm based in NW1, are seeking an experienced finance professional to join their Camden office as a Legal Cashier. This is an exciting opportunity to leverage your prior legal cashiers experience within a friendly and dynamic team. The ideal candidate will have 5-10 years of experience in finance within the legal sector with experience in conveyancing firms.

Responsibilities Dealing with residential and commercial completions Processing chaps, BACS and international payments Dealing with client receipts, general queries, client designated deposit accounts, payment of client interest & ensuring compliance of both the Solicitors Accounts Rules and the firms internal rules Understanding of CCMS reporting and billing Processing of LAA remittance advice CWA reporting (Legal Help Fixed Fee submission) Up to date knowledge of LAA Costs Assessment Guidance Knowledge/application of Civil Procedures Rules – Civil Legal Aid (Remuneration) Regulations 2013 Assisting the Accounts department in all aspects of cashiers duties Dealing with queries from fee earners and support staff Previous experience of processing payroll desirable but not essential Experience and Skills 5-10 years of experience in legal sector finance and credit control with experience in conveyancing Ability to interact effectively with people at all levels within the firm Ability to work in a team with a client service focus Excellent written and oral communication skills Knowledge & experience of Solicitors Accounts Rules Understanding of CCMS reporting and billing Up to date knowledge of LAA Costs Assessment Guidance Confident using various IT applications including Outlook, Excel, Online Banking and Practice Management Software. Prior use of Partner for Windows

preferable but not essential.

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