

<b>Job Title:</b>	<b>Legal Cashier/Book Keeper</b>
<b>Location:</b>	46 - 47 Cowick Street, Exeter
<b>Reports to:</b>	Finance Manager
<b>Overall purpose:</b>	
To ensure financial procedures are completed in order to provide accurate and timely information in an appropriate format in support of the efficient running of a commercial and client focused service. To operate in full compliance of the appropriate accounting rules/regulations and all legal requirements.	

#### **Key responsibilities and Accountabilities:**

<b>1.</b> Accurate preparation and collation of the business accounts and budgets in liaison with the relevant senior managers, providing appropriate analysis as required.
<b>2.</b> Maintain an accurate business fixed asset register; up-dating accordingly as disposals and additions occur.
<b>3.</b> Verify and reconcile contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
<b>4.</b> Analyse daily banking transactions and journal entries. Reconcile all bank accounts.
<b>5.</b> Prepare monthly reports as required and assist in the preparation of accounts in liaison with the Firm's accountants.
<b>6.</b> Comply and monitor compliance with Solicitors Accounting Rules and the business' own financial policies and procedures.
<b>7.</b> Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
<b>8.</b> Provide advice and assistance and early warning of such problems as cost over-runs, excessive charges, and potential penalties. Develop models to depict financial and related activities tailored for specific operations.
<b>9.</b> To operate at all times in full compliance with the Solicitors Regulatory Authority (SRA) Code of Conduct and Principles.
<b>10.</b> Be aware of and follow Cartridges Law policies and procedures, with particular attention to standards of customer service, health and safety, and equality and diversity.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Training &amp; Education</b>		<ul style="list-style-type: none"> <li>Part qualified or QBE</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of income and expenditure accounts and balance sheet (as appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>Experience/knowledge of Solicitors Accounts Rules</li> </ul>
<b>Personal Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Develops and maintains effective relationships with colleagues and customers.</li> <li>Responds to inquiries and circumstances appropriately and as necessary.</li> <li>Effectively tolerates stressful situations, adapts to changes and remains alert and aware of his or her surroundings.</li> <li>Proficiency and accuracy of written and verbal communication.</li> <li>Sensitive to specific needs or cultural norms of different groups/individuals and can adapt approach or service accordingly.</li> <li>Exhibits stability and consistency of performance under pressure, challenge, opposition, confrontation, heavy workload, criticism and changing priorities.</li> <li>Commercially aware and entrepreneurial.</li> </ul>	

**Note:** You are also required to undertake any other duties within your capabilities as may be reasonably required, including providing cover for reception. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business.