

ROLE PROFILE for FINANCE ASSISTANT / CASHIER

Reports to Finance Manager

Based at Sherborne

Overview

The purpose of this role is to support and facilitate an exemplary finance service to our internal users and external clients; ensuring we meet our compliance, regulatory and best practice standards at all times.It is our intention to deliver and be known for outstanding service provision.

|  |
| --- |
| **Key Areas of Responsibility**: |

**Operation of banking systems and transactions**

* Completes all paperwork relating to online banking accurately
* Files paperwork relating to online banking in a timely fashion
* Records information relating to online banking in the accounting system
* Processes BACS / CHAPS payments, TT’s and money transfers both GBP and international
* Handles property transactions – checking completion statements and keying in the payments onto the Bankline, ensuring the correct funds are available and funds are sent in a timely manner
* Obtains reports for all main accounts (office and client) on a daily basis and ensuring all transactions are posted to the firm’s accounting system
* Files all relevant paperwork
* Reconciles balances with client and office bank statements on a daily basis
* Completes month end procedures
* Prepares monthly bank reconciliations and ensures that these are checked and signed off by Finance Partner
* Provides appropriate and timely management information and support
* Prepares end of month reports

**Manages monies received**

* Records all monies received in line with the Firm’s processes and standards
* Request posting slips from fee earners for funds received
* Ensures compliance with the Money Laundering Regulations
* Posts within the accounts processes to ensure accurate and up-to-date accounts information is available
* Take card payments from clients

**VAT records**

* Ensures that VAT is accurately charged and recorded

**Petty Cash and expenses**

* Maintains system for the paying out of petty cash
* Balances petty cash monthly
* Processes staff expenses – posting to the correct nominals and arranging payment

**Maintenance**

* Dealing with out of date cheques
* Amending/creating standing orders
* Chasing up unclaimed funds received on a regular basis
* Checks interest if requested and update ledgers
* Analysing client account ledgers, fees and costs and liaising with fee earners to clear applicable balances
* Posting of searches e.g. land registry, searchflow and infotrack
* Deals with any queries that arise in a timely fashion

**Other duties**

* The above list is not exhaustive and the post holder will in addition be expected to undertake any other duties commensurate with the post.

**Candidate requirements**

* Experience working within a legal firm
* Experience in both office and client accounts
* Working knowledge of the Solicitor’s Accounting Rules (SAR)
* Experience in the conveyancing completions process
* Organised and an eye for detail – Accuracy must be of a high level
* Able to work well in a team and able to deal with a high volume of work
* Professional and polite manner in all dealings with both internal and

 external contacts

To apply for this role please send your CV to hr@mogersdrewett.com today along with a covering note confirming which role you wish to apply for and why?