



## Legal Cashier

### *Finance Department*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services throughout England, Wales and Northern Ireland. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as “full service” with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate and Projects and Property Development.

#### **Job Purpose:**

The Legal Cashier assists the Cashier team with all aspects of accounts administration, including supplier invoice processing and office and client account receipts and payments processing.

#### **Main Duties and Responsibilities:**

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- Process supplier invoices and weekly payments;
- Office and client account banking Process;
- Daily review of bank statements for unposted or unusual items;
- Process daily search fee invoices;
- Process daily credit card payments;
- Process client and office account payments by BACS/CHAPS;
- Process office account direct debits to the nominal ledger;
- Carry out filing as necessary;
- Other ad-hoc duties as required.

#### **Skills and Experience Required**

- Minimum of 5 A-C grades at GCSE or equivalent including grade B in English Language, Literature & Maths;
- At least 4 years' experience in a similar role(s) within a legal or professional services environment;
- A high attention to detail to produce work/documentation which is consistently of a high standard;
- Good computer skills (competent in Excel and Word);

- Good time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadlines are met;
- Must be able to work as part of a team and possess excellent communication skills both written and verbal;
- Willingness to excel within an accounts environment and keen to learn;
- Team player.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*