

# LEGAL CASHIER

## BRISTOL

2019



### About us

At Rivergate, part of Curtis Banks Group, we believe that a business can only be as successful as the people who work for it. Rivergate Legal Limited offers a range of legal services to SIPP, SSAS and open market customers relating to commercial property transactions.

As a Legal Cashier, you will be responsible for overall day to day administration of Rivergate Legal's financial matters and interests. You will maintain compliance with the SRA's Solicitors Accounts Rules and directly report into HOFA. You will also assist in building on the foundations for the future development of Rivergate Legal.

### You will

- Administer and record all day to day office and client transactions including but not limited to:
  - Client invoicing
  - Supplier invoice management and payments
  - Daily receipt analysis, payments and transfers between accounts
  - Cashbook and bank reconciliation
  - Processing cheques
  - Posting to LawWare / case management software
- Ensure the preparation of timely and accurate monthly management accounts and reports
- Handle money in accordance with SRA Solicitors Accounts Rules
- Responsible for processing journal entries, and reconciling balance sheet control accounts
- With support from the HOFA, ensure returns for VAT, corporation tax and other relevant taxes are submitted and payments made on time and all relevant regulations are complied with
- Assist in preparation of budgets, forecasts and business plans, and monitoring of performance against these
- General administration assistance and tasks as and when required
- Responding to routine enquiries from staff, customers and suppliers and investigate as required
- Establish and maintain effective working relationships with colleagues, supervisors, partners and the general public
- Develop and maintain systems, controls and processes in accordance with SRA Solicitors Accounts Rules and internal procedures.

### Qualifications

- 5 GCSE's (or equivalent at grades A-C (or equivalent)) to include English and Maths (essential)
- AAT Level 3 or 4 (desired)
- ACA/ACCA/CIMA part qualified (desired)

# CONTINUED

## Knowledge

- Experience of compliance with SRA Solicitors Accounts Rules (essential)
- Experience gained within a junior accounts/finance related role (essential)
- Experience of using LawWare legal and accounts software (desired)
- Advanced ability with Microsoft Excel (desired)

## Skills and Experience

- A sound and proven experience within the field of Pension administration.
- Fully understands the data conformance needs of each system and where key data is mastered. Able to demonstrate exceptional information security control.
- Able to demonstrate the ability to identify data anomalies and issues and correct them at source or seek guidance as appropriate.
- Ability to meet and prioritise deadlines as required
- Highly accurate with strong attention to detail
- Demonstrate technical competency and adherence to SRA Solicitors Accounts Rules
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures
- Treat sensitive and confidential information appropriately and discreetly.
- Ambition and drive to continuously improve upon management of all Rivergate Legal's financial matters and interests
- Actively challenge
- Possess sufficient interpersonal skills to interact with other members of staff and work as part of a team being respectful and utilising the judgement and experience of others.
- Confident telephone etiquette
- Ability in and confidence with maths accompanied with good IT skills, particular in the use of Microsoft Excel and other Microsoft Office products.

## Working for Rivergate has never been so rewarding...

- Everyone receives a generous salary and 26 days holiday.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...