

Legal Cashier – Huyton

An excellent opportunity has arisen at Maxwell Hodge for **an experienced Legal Cashier** to join our busy Accounts Department at our Huyton Office.

The position will be **full time 9am to 5.15pm Monday to Friday***. Salary is negotiable depending on experience.

****Although the position advertised is full time, we are open to considering a part time position for the right candidate.***

The Role

We are seeking applications from candidates who ideally have at least 5 years' experience as a Legal Cashier.

The main purpose of the role is to deal with the day-to-day processing of transactions for the Accounts Team, including bank reconciliation. Therefore, the successful candidate will:

1. Have extensive experience of working within a Legal Accounts Team using a computerised accounting system. (Knowledge of SOS and Solcase desirable but not essential).
2. Be able to confidently and competently liaise with external suppliers and support companies.
3. Have strong work management and prioritising skills.
4. Have a full understanding of the Solicitor's Accounts Rules.

Candidates will therefore need to be organised with strong attention to detail, be personable and approachable and work well on their own, as well as part of a team.

Main Duties:

1. General day-to-day accounting tasks including:
 - Checking and inputting client and office account transactions.
 - Processing CHAPS/BACS payments via Bankline.
 - Banking/processing of all cheques, cash and other monies.
 - Taking card payments over the telephone.
 - Bank reconciliations.
2. Maintain the company's database, allocating file and ledger records where applicable. To include checking for any conflict of interest that may arise.
3. Deal with general time recording and ledger queries from staff.
4. Check and record all company invoices with an understanding of the VAT rules.

5. Calculate and apply interest to client ledgers when applicable.
6. Maintain appropriate records of work carried out, and prepare reports.
7. Perform month and year-end procedures.
8. Assist the Head of Finance with purchase ledger and any other ad-hoc tasks as required.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessary to fulfil your role to ensure the service provided by the Accounts Team is delivered to the agreed standard to maximise effectiveness.

About Maxwell Hodge

Maxwell Hodge is an independent firm of solicitors with 8 offices across Merseyside and Wirral. We were established over 150 years ago and our focus is on providing the best legal service and advice for our clients. With a solid reputation, well ingrained in the local community, we offer an excellent working environment.

If you are interested in joining our team, please send your CV and covering letter detailing availability and desired salary to sarahboynton@maxweb.co.uk for immediate consideration.

We look forward to hearing from you.