

KINGSLEY NAPLEY

Job Description

Title:	Cashier Assistant
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Cashier Manager
Department:	Finance
Purpose of job:	<p>The Cashier Assistant will work within a team of six and will be responsible for assisting with the day-to-day duties of the cashiering function.</p> <p>The Cashier Assistant will work closely with all team members to provide cashiering and administrative support as required, adhering to internal service level agreements and SRA compliance requirements.</p>

Specific duties:

- Allocating, checking compliance and posting of incoming receipts into both the office and client accounts
- Posting of incoming receipts and outgoing transactions for all deputyship accounts
- Recording cheques received into the business on central register and allocating accordingly
- Processing of client to office transfers
- Processing cheque requests, printing, having these signed in accordance with bank mandate
- Requesting precision pay cards for the firm to be used.
- Entering regular disbursements (Court Fees, Land Registry, Searchflow, Courier, Taxis and Conference Calls) onto the accounts payable system
- Entering expenses onto the accounts payable system, in accordance with the firm's internal expense policy
- Review and reallocation of pending disbursements onto client matters
- Processing interest calculations on demand
- Dealing with file closure alerts
- Coordinating internal post
- Maintenance of both hard copy and electronic filing systems
- Archiving
- Supporting the wider team with any additional duties, as and when required

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Cashier Assistant

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none">• English Language and Maths at GCSE or equivalent at grade 4/C or above.
Attributes:	<ul style="list-style-type: none">• Excellent attention to detail• Excellent administration and organisational skills• Able to prioritise work in a fast-paced environment• Strong team-based skills and willingness to work for the common goals of the department• Ability to remain calm under pressure and in demanding situations• Takes a cooperative and enthusiastic approach within a team and is willing to help others and promote positive team relations• Has a positive, enthusiastic, conscientious and pro-active approach• Reliable with excellent time-keeping• Self-motivated and able to multitask• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment
Client Care:	<ul style="list-style-type: none">• Communicates effectively at all levels, both verbally and written• Has a high standard of work and ability to complete work within agreed timescales• Ability to establish effective working relationships within the department and firm
Firm Wide Skills:	<ul style="list-style-type: none">• Basic / intermediate knowledge of Outlook, Word and Excel• Has an awareness of the importance of client confidentiality, information security and data protection

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.