



VACANCY - LEGAL CASHIER

We currently have an opportunity for a Legal Cashier to join our growing practice on a part time basis working 3 days a week at our Mold office. Our fantastic team undertakes work in the areas of Conveyancing, Private Client and Family.

We pride ourselves on providing a great service to clients, many of whom are long standing; and on being a supportive team.

The right person will be highly organised able to meet deadlines and be able to work with Xero, Leap and SRA Account Rules. The candidate will achieve their full potential within a supportive and collaborative team.

The pay will be dependent on experience.

The main responsibilities:-

- Understanding and ensuring compliance with the SAR Accounts Rules in relation to all tasks.
- Log funds, noting protected where required, plus enter anticipated and actual disbursements, onto the ledgers.
- Reconcile LEAP client account to the client bank account daily and save until later.
- Prepare regular payment instructions for the Directors to include Client to Office transfers, payment information for disbursements, invoices and others.
- Administration of petty cash.
- Review the bank office account to ensure all payment instructions have been actioned.
- Deal with any accounts queries as may arise.
- Advise the Directors of any potential SAR or Breach issues.
- Prepare month end reports and reconciliations for signing.
- Regularly monitor credit balances ensuring return of funds to clients as soon as possible.
- Adhere to the Company Manual and advise the Directors of any gaps or suggest more efficient processes.
- To assist the Directors with any matter that may arise.

The incoming Legal Cashier will ideally have the following skills and experience:-

- Knowledge of SRA Account Rules and AML compliance.
- Excellent numeracy skills.
- Attention to detail and be able to work effectively, prioritising tasks by importance and deadlines.
- Excellent IT skills.
- Able to work effectively as part of a team, providing cover where necessary.
- Knowledge of accounting processes.
- Previous experience of a case management system.

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Llewellyn-Jones is a trading name of Llewellyn Jones Limited. Registered office is Victoria House, Grosvenor Street, Mold, Flintshire CH7 1EJ. Registered in England and Wales. Company Registration Number 07414162.

Directors / Cyfarwyddwyr: Colette Andrea Fletcher LLB (Hons) •• Delyth Geraint Williams LLB (Hons) Chloe Louise Roberts LLB (Hons)

Consultant solicitor / Cyfreithwyr ymgynghorol: Dion ap Geraint Williams LLB (Hons)

Solicitors / Cyfreithwyr: Nesta Myfanwy Davies LLB (Hons) Nerys Wyn McKee LLB (Hons) • **Licensed Conveyancers / Trawsgludwyr Trwyddedig:** Clare Lewis

Practice Manager: Kathryn Barr **Paralegal:** Bethany Longmuir Q.Inst.Pa

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