

Position	Accounts Assistant /Legal Cashier
Responsible To	Financial Controller / Finance Team Leader
Location	Poundbury (and all other locations as requested)
Salary Band	

Working as part of the finance team to deliver an excellent level of customer service and support to our clients and fee earners. Ideally having a background in banking or legal cashier, you will provide client banking and accounting services, involving processing financial transactions at a high standard of accuracy, and in a timely manner, maintaining financial controls and ensuring adherence with the office manual

Key Tasks

- Cover various duties as agreed in the finance team work rota, including specifically:
 - Online banking (see below)
 - Posting financial transactions to the accounting systems (Axxia) including fee and disbursement invoices, and transfers of client money.
 - Raising payments (cheques, BACS and CHAPS), posting receipts & banking, petty cash & expenses
 - Purchase Ledger invoices, statements and payments.
 - Receiving Card payments from clients
 - Reconciliations and reports
 - Finance email log & requests.
 - Producing accounting reports and client statements.
- Providing an Online Banking Service (using HSBCNet or similar) to service client receipts and payments and other business transactions. Track money received and sent during the day, and liaise with the bank where required.
- Load and maintain data on Completions Database. Check accuracy of data and obtain authorisations, and provide timely updates to fee earners for all money transactions. End of day reconciliation and checking of balances.
- To be proficient in the use of the Axxia Artion & Desktop accounting systems, Solcase case management system, HSBCNet banking system (or similar online banking systems), Completions Database.
- Assisting Conveyancing Manager with client file management tasks, such as opening new case files or assisting with file closure procedures when required
- Assisting with general administration duties such as post opening, enquiries on reception, taking overflow calls on telephone.
- All written communication to be clear, concise and accurate
- To provide general assistance in the absence of other team members, this is to include holiday and sickness
- To possess a flexible approach in providing support to other teams dependant upon capacity, as required
- To be proactive about your own personal development

This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.

Health and Safety Statement

All employees must observe and comply with bpl's Policies and Procedures for Health and Safety.

Equal Opportunity Statement

All employees must observe and continually promote equal opportunities and customer care

If you would like to apply for this role please forward covering letter and cv to careers@bplaw.co.uk

Administration Support - Accounts

Personal Specification

Attributes	Essential	Desirable	How Identified
A Experience	<ol style="list-style-type: none"> 1. Previous accounting or banking experience 2. Customer service skills 3. Experience of working within a team environment 	<ol style="list-style-type: none"> 4. Experience in the use of computerised accounting systems 5. An understanding of double-entry bookkeeping is desired 	<p>Application Form & Interview</p> <p>Application Form & Interview</p> <p>Application Form & Interview</p>
B Knowledge & Training	<ol style="list-style-type: none"> 1. Effective verbal communication skills 2. Ability to communicate clearly in writing 		<p>Interview</p> <p>Application Form</p>
C Education Qualifications Training	<ol style="list-style-type: none"> 1. Minimum of 3 GCSE's A – C to include English and Maths 2. Working knowledge of Microsoft Word, Outlook & Excel 		<p>Application form & Certificates</p> <p>Application Form Interview</p>
D Attitude and other skills	<ol style="list-style-type: none"> 1. Positive & enthusiastic attitude 2. Ability to prioritise workload/Show a tenacity and determination to accomplish tasks within deadlines 3. Reliable & flexible approach 4. Customer Focused 5. Thorough, accurate and numerate with financial data 6. Team player 		<p>Interview</p> <p>Application Form Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

If more than six applicants pass the minimum shortlist score of (20) only the top six scores will be interviewed.

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February 2012