

Accounts Assistant (Legal Cashier)

Location: Edinburgh
Reporting to: Head Cashier

Main Objectives

The cashiering team is responsible for managing and maintaining the books and records of all Shepherd & Wedderburn LLP group companies to include all general ledger and client ledger transactions.

The objectives of the Accounts Assistant (Legal Cashier) will include, but not be limited to, all duties as noted in this document, whilst at all times ensuring compliance with all regulatory requirements (HMRC VAT rules, The Law Society of Scotland Solicitors' Accounts Rules and The Solicitors Regulation Authority Accounts Rules 2019).

Main Duties

You will be expected to be able to accurately and efficiently undertake all standard legal cashiering duties, to include;

- Allocating and processing all bank receipts (Client & Office Account).
- Reviewing and setting up all electronic payment types (CHAPS, BACS, FastPay & International) on the firm's various electronic banking platforms (Bank of Scotland Corporate Banking Online, RBS/Ulster Bank Bankline). This will also involve a thorough review to ensure all Anti-Money Laundering requirements have been met prior to processing payments.
- Process various accounting transactions to the firm's financial management system including all payments, receipts, transfers and bill payments for both client & office accounts. This will also include all disbursement transfers, bill reversals and third party cheques as well as dealing with the firm's bulk transactional uploads throughout the day.
- All opening, closing and day to day transactional movement in relation to the firm's client designated bank accounts using various banking providers' products (Bank of Scotland iSite, RBS CMS).
- Reviewing all internal cheque requests and ensuring that these are all authorised and cheques produced within the firm's agreed policies & timescales.
- Carrying out all remedial action required on outstanding items as identified by the daily bank reconciliation process. This will include investigating and resolving any unmatched items, cancelling any cheques which are over 6 months old and returning unallocated funds as per the firm's agreed internal procedures.
- Working directly with Directors / Partners / Fee Earners and various other staff as required on all aspects of client or firm transactions.
- Preparation and submission of the firm's daily cheque & cash banking.

- Running the firm's monthly client account system interest calculator and any daily ad-hoc interest calculations that may be required from time to time.
- Handling the firm's petty cash requirements including daily reconciliations and arranging for balance top-ups as and when required.
- To accurately file all daily working documentation as directed ensuring immediate access for regulatory audit purposes.
- Attending team meetings and contributing to any group discussions on cashroom procedures and ensuring all process documentation is kept up-to-date at all times.
- To assist with all ad-hoc departmental duties which may arise from time to time.

****Please note that all duties will be carried out on a rotational basis alongside other members of the cashiering team and full training and support will be provided.***

Skills/Experience

- Previous experience as a Legal Cashier in a high volume transactional team is desirable.
- Knowledge of the Law Society of Scotland and SRA Solicitors' Accounts Rules is desirable.
- Enthusiasm, accuracy and a sharp eye for detail will be essential.
- Knowledge and understanding of current HMRC VAT and Anti-Money Laundering regulations would be beneficial.
- Comfortable working as part of a team but also able to perform to your own initiative when required.
- Strong interpersonal skills and comfortable communicating clearly both verbally and in writing.
- Comfortable with the current, and potentially future, remote working requirements.
- You'll be confident in your own judgement and skills, but also able to know when it's necessary to call upon the help and expertise of others.
- It is essential that you have strong organisational skills and the ability to work under pressure in a busy and demanding environment to strict timescales will be fundamental.
- A working knowledge of the Aderant practice management system is desirable but not essential.
- You will be proficient with Word, Excel and Outlook.

- We are looking for someone who is flexible and reliable, who has a pro-active “can-do” attitude and a drive to succeed within our wider Cashroom team.

These duties reflect the situation at January 2021 and may be subject to reasonable change at a later date.

Shepherd and Wedderburn is committed to protecting the privacy and security of your personal information that we collect as a “data controller”. The information provided by you will be processed in accordance with our GDPR Privacy Notice for Applicants and Work Experience Students. If you are successful in obtaining paid employment with us, we will hold your information in accordance with our Personnel Data Retention Policy, which will be provided to you at the relevant time.

We will process the information you provide solely for the purpose of evaluating your application for employment. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.

If you provide any information deemed to be “special category” information under the General Data Protection Regulation, we may use this as follows:

- *We will use information about your disability status to provide appropriate adjustments to the interview process.*
- *We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.*

Should your application be unsuccessful, the information provided will be deleted within 1 year of a decision not to progress your application.

If you have any further questions about how we process and store your information, or your rights in relation to this, please refer to our GDPR Privacy Notice for Applicants and Work Experience Students (available at www.shepwedd.com/careers/working-with-us/privacy-notice)