

## **JOB SPECIFICATION**

### **LEGAL CASHIER - NOTTINGHAM OFFICE**

#### **Job specification:**

- Bank reconciliations
- Processing of client and office receipts
- Checking and processing of bills for both private paying and Legally aided clients
- Transfers
- Setting up electronic payments
- Purchase ledger
- Petty cash
- Reconciliation of company credit card
- Running of month and year end

#### **Personal specification:**

- Conversant with Solicitors Accounts rules
- Understanding of VAT
- Confident use of Microsoft Word and Excel
- Experience in Legal Aid preferable

#### **To apply:**

Please send your CV and covering letter to [Louise.Pynegar@Bhatiabest.co.uk](mailto:Louise.Pynegar@Bhatiabest.co.uk)

Salary dependent on experience – please state your current salary/salary expectations in your covering letter.