



CASHIER

 Rawtenstall



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

We are proud to be accredited as an 'Employer of Choice' which demonstrates our positive approach to career development, culture, staff engagement, leadership, diversity, inclusion and work life balance.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.



The Role

We are seeking a client focussed Cashier to provide a compliant and efficient legal cashing service to the firm and its clients, ensuring all colleagues are supported to a high level.



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Principal Responsibilities

- Input financial data from internal payment requests, bank receipts, standing orders and direct debits.
- Prepare and bank cheques and cash as soon as possible
- Undertake bank reconciliations for client and office accounts including 3-way reconciliations for client accounts
- Prepare weekly housekeeping reports and month end financial reports
- Record off creditor invoices and payments when authorised by Head Cashier or Practice Manager
- Assist with work for audits i.e. SAR, Clients and Central Register of Accounts
- Deal with enquiries from internal colleagues and external professionals escalating to the Head Cashier as required
- Processing of credit control, expense payments, petty cash, business credit card account and spreadsheets for outstanding debt
- Process VAT return online via HMRC Gateway portal (if required)
- Process downloads as required from HMLR, Search companies and HMCTS
- Learn and cover all aspects of the Cash office function
- Take telephone card payments via online payment portal
- Work diligently complying with the professional standards as defined in the Office Manual and by the Data Protection Act, SAR, SRA, Lexcel, the CQS and the Legal Aid Agency.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area in which you work.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.

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Person Specification

		Essential	Desirable
QUALIFICATIONS	English language (Grade C or 4 and above)	✓	
	Maths (Grade C or 4 and above)	✓	
	Minimum of 2 years working in a legal cashier role	✓	
	Understanding of bank payments and receipt processes and willingness to train to assist in payment authorisation process		✓
EXPERIENCE & KNOWLEDGE	Microsoft applications	✓	
	Case management systems		✓
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	

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Person Specification Contd.

		Essential	Desirable
	Work within a team in a cohesive manner	✓	
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	
	Demonstrate resilience when problem solving	✓	
	Work in an organised and methodical manner	✓	
	Good aptitude for financial information	✓	
	Excellent telephone manner and customer service skills	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full driving licence		✓

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What We Offer

- Competitive salary
- Salary exchange auto enrolment pension
- Fully funded Health & Wellbeing Programme
- Death in service (after qualifying period)
- Salary exchange private medical insurance scheme
- Enhanced maternity / paternity / shared parental policies
- Legal services including Conveyancing fees
- Opportunities for career progression and professional development
- A supportive and inclusive work environment

How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson-Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093