

Key information	
Job title	Legal/Office Cashier
Department:	Finance
Reports to:	Debra Sweeting
Hours:	9.30am – 5.30pm

## Why Forsters?

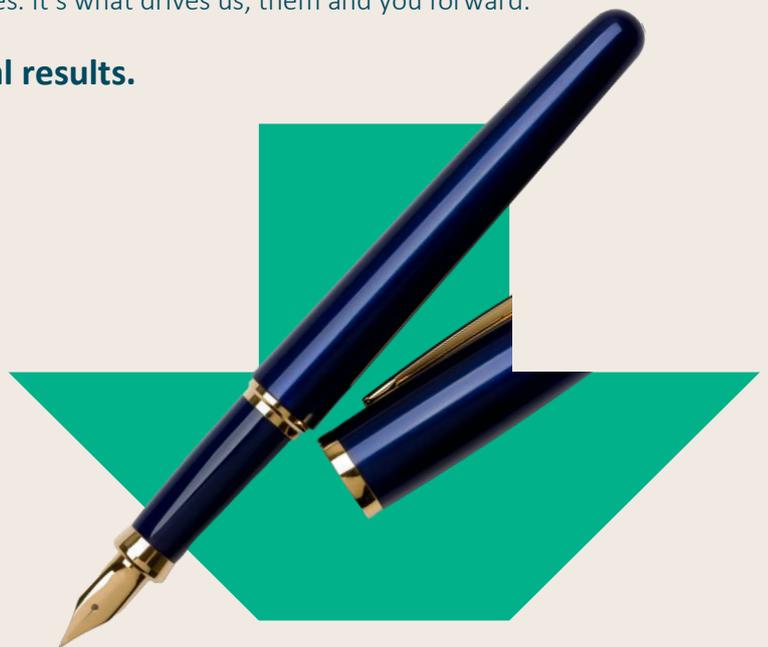
We are renowned for our private client and real estate focus, together with our strong corporate and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

**Forsters: Closer connections. Exceptional results.**



## Job summary

We have an exciting opportunity to recruit a pro-active and knowledgeable Office Cashier for a 12-month FTC within our Finance department.

## Main duties and responsibilities

- Allocating payments received into office accounts against issued bills.
- Responding to queries from across the firm and providing accurate advice.
- Liaising directly with the firm's banking providers.
- Entering invoices into our PMS both disbursements and office related.
- Checking all expenses claims forms adhere to the firms terms.
- Processing the weekly expenses, office and disbursement runs. Both UK and International.
- Running ad hoc payments for disbursements and office related invoices.
- Monitoring and recharging the Land Registry suspense account.
- Uploading our ESB files for recharging to our clients. Expenses, Searchflow, Legl, Land Reg and others.
- Chasing VAT receipts for paid Counsel fees.
- Providing cover and support for other team members within the cashiering team.
- Any other duties defined by management from time to time.

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## Skills

- 3E knowledge a preference.
  - Experience working as a Legal/Office Cashier within a law firm.
  - Strong and up-to-date knowledge of the Solicitors Regulation Authority (SRA) Accounts Rules.
  - High level of technical competence in legal finance operations.
  - Excellent communication skills, with the ability to engage effectively at all levels across the firm.
  - Demonstrates resilience and remains composed under pressure and during busy periods.
  - Flexible and adaptable, with a willingness to support changing business needs.
  - Self-motivated and proactive with a strong sense of initiative.
  - Previous experience using the 3E finance system is desirable.
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## Other skills required:

- ▀ Led the creation of compelling and competitive proposals, ensuring alignment with client needs and firm capabilities.
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## EQUAL OPPORTUNITIES

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

[www.forsters.co.uk](http://www.forsters.co.uk)

