

Vacancy

SUPPORT

Job title: Legal Cashier

Contract: Permanent, Full Time – Monday to Friday, 35 hours per week

Department: Finance

Office: Arundel Gate

Taylor&Emmet LLP is currently recruiting a Legal Cashier to start on 10 April 2012. Candidates should have at least 5 years legal cashing experience gained in a busy legal environment.

The role will involve posting bills, processing BACS and TT's, dealing with petty cash and other basic cashing responsibilities. The successful candidate will have excellent organisational and communication skills when dealing with key clients, partners and our employees. IT skills are essential for this "hands on" role.

Desirable key skills and experiences:

- Minimum of 5 years experience working as a Legal Cashier in a solicitor's practice.
- Fast and accurate typing at least 40+ wpm.
- Ability to read ledgers.
- Confident in use of email and other systems in daily work.
- Knowledge of Microsoft Word, Outlook and Excel.
- Knowledge of Aim Evolution accounting package.

This role requires someone who is calm when under pressure, who is a confident team player with a relaxed and friendly personality. To apply for this position, candidates will need to have a proven background within legal accounting.

To mark an application please forward a covering letter stating your salary requirements and up to date curriculum vitae by post, fax or email to:

Hannah Sharpe, HR Manager

Taylor&Emmet LLP

20 Arundel Gate - Sheffield - S1 2PP

Tel: 0114 218 4000

Fax: 0114 218 4223

Email: hannah.sharpe@tayloremmet.co.uk

Recruitment Agents

This position is open for consultants to submit candidates, however fee arrangements must be agreed in advance via HR before submitting CV's.