

JOB DESCRIPTION

Job Title: Cash Room Assistant

Reporting to: Cash Room Supervisor

Department: Finance



1. Job Purpose

Working has a member of the cash room team, to provide an efficient and effective financial administrative service to the Firm's clients, partners and staff.

2. Scope and Range

Reports to: Cash Room Supervisor

Post is based in the Glasgow office.

3. Key Responsibilities

The post holder will perform a variety of administrative tasks to support the functions of the cash room. The Finance department is currently undergoing significant change in financial systems and processes and the post holder may be required to support a variety of finance admin activities.

Key activities include:

- Processing daily banking of client's funds.
- Reviewing and reconciliation of bank statements.
- Input of financial postings.
- Processing electronic payments/lodging and uplifting from various online banks.
- Processing telephone card payments.
- Creating new clients on computer system.
- Printing cheques.
- Undertake ad hoc tasks when necessary under the direction of the Cash room Supervisor

4. Communications and Relationships

The post holder has regular internal communication with team members and partners and staff . and externally with banks and clients of the firm .

5. Most Challenging part of Job

Handling a varied and busy workload under pressure whilst maintaining high levels of accuracy and attention to detail.

6. Knowledge, Training and Experience Required

Essential:

- A minimum of three years' experience in a similar role.
- Understanding of legal technology and Law Society Accounting rules.
- Awareness of Anti Money Laundering (AML) Regulations.
- Good numeracy and problem solving skills, with attention to detail.
- Experience of using IT office and financial systems.
- Excellent communication skills.
- Adaptable and flexible team member.

Desirable:

- Working knowledge of Envision and/or Law Soft.
- Purchase ledger experience

7. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

25/05/17