

Legal Cashier

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Company: Perfect Hire Ltd

Location: India

Category: other-general

Job Description

Company Overview: Join a prestigious legal firm in Nottingham with a rich history spanning over 200 years. My client is Nottingham's leading independent law firm, renowned for providing solution-based, incisive legal advice in plain English. Their vibrant culture and top-quality legal services make an exceptional place to work.

Position: Legal Cashier

Location: Nottingham, United Kingdom **Working Hours:** Full-time, 35 hours per week, Monday to Friday, 9 am – 5 pm

Role Overview: We are seeking a talented and proactive Legal Cashier to join our clients dynamic team. In this role, you will play a pivotal part in ensuring the smooth financial operations of our firm. From inputting financial entries to conducting month and year-end duties, you will have a hands-on role in supporting our colleagues and clients.

Key Responsibilities:

Inputting all financial entries into the accounts database and maintaining ledgers

Performing month and year-end duties, including report building and distribution

Handling VAT returns, quarterly partial exemption calculations, and other payments to HMRC

Reconciling bank statement entries and third-party supplier accounts

Processing electronic and cheque payments

Occasional attendance on clients, directors, and third parties

Conducting e-filing tasks

Requirements

2 or more years of experience in a similar legal finance role, or equivalent experience

High attention to detail and accuracy

Excellent time management skills

Strong organizational abilities and the ability to prioritize tasks

Effective communication skills and the ability to plan daily workloads

Self-motivated with a desire to achieve professional and personal development goals

Knowledge of SRA Accounts Rules and VAT principles

Proficiency in Microsoft Excel, Word, and Foxit PDF Editor (desirable)

Knowledge of back-office reporting and SQL (advantageous but not essential)

Benefits

Competitive remuneration package

Regular social events

Fundraising opportunities for their Charity of the Year

Perkbox perks

Free eye tests

Generous pension contributions

Requirements

• At least 2 years of experience in accounting • Strong knowledge of accounting principles and regulations • Excellent communication and customer service skills • Proficiency in Microsoft Office and accounting software • Ability to work independently and as part of a team • Attention to detail and strong analytical skills If you meet the above requirements and are looking for a challenging and rewarding career in accounting, we encourage you to apply for this position.

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