



JOB PROFILE

Job Title: Trainee Legal Cashier

Reporting to: Head of Finance and Administration

Location: Swansea

Working Hours: Full time. Monday – Friday 9am - 5.30pm

Salary: £22,300 per annum

Main Purpose of the Role

To provide high quality accounts support to the Dezrezlegal teams. To provide accurate and thorough accounts reports in line with the business requirements of the company.

Key Tasks and Responsibilities

1. You will be responsible for all accounting tasks relating to the management of conveyancing files including but not limited to checking completion statements, processing payments into and out of the client and office accounts, and handling completion and post completion account matters.
2. You will be required to provide support to your supervisor along with providing feedback in respect of the accounts matters on the conveyancing files.
3. Ensure accurate and frequent reconciliation of all office and client bank accounts.
4. Retain and communicate accounts information for the production of weekly and monthly reporting.
5. To maintain accurate and up to date records on all required applications at all times for the benefit of all parties and team members.
6. To observe strict credit control in relation to client matters and your employers.
7. To observe and adhere to strict client confidentiality.
8. To comply with all Dezrezlegal policies and procedures at all times.
9. To always provide the highest level of customer service.
10. To undertake tasks in a timely and efficient manner.

11. To comply with the Solicitors Account rules and the Council for Licensed Conveyancers Rules.
12. To keep up to date with changes in Solicitors Accounts Rules and Council for Licensed Conveyancers Rules and maintain and disseminate information to other colleagues in relation thereto.
13. To attend courses on Solicitors Account Rules and Council for Licensed Conveyancers Rules as and when Required.
14. To promote and develop the business for the benefit of dezrezlegal Ltd.
15. To undertake such administrative duties as your Employer may reasonably require from time to time.
16. To act in the best interest of your employer undertaking the above tasks and others reasonably considered by the Directors of your employer.
17. To deal with such matters as the Directors of Dezrezlegal Ltd in their discretion may reasonably require from time to time.

PERSON SPECIFICATION

Job Title:	Trainee Legal Cashier	
Department:	Dezrezlegal	
Criteria required for the role.	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English and Maths. 	<ul style="list-style-type: none"> • Accounts Qualification
Experience	<ul style="list-style-type: none"> • Numerical processes and calculations • Administrative experience. • Working to tight deadlines. 	<ul style="list-style-type: none"> • Working in a volume customer focused environment. • Working with or in Estate Agency / residential conveyancing. • Accounts experience.
Technical Skills	<ul style="list-style-type: none"> • Basic IT skills including proficiency in office packages especially excel • Mathematical ability. 	
Skills and attributes	<ul style="list-style-type: none"> • Strong and confident communication skills. • Excellent organisational skills. • Positive and enthusiastic personality. • Ability to work as an individual and within a team. • Willingness to 'get involved' • Committed to delivering excellent results. • Ability to work within set timescales with a sense of urgency. • Quick learner. • Eye for detail. • Common Sense please 😊 	