

JOB VACANCY CASHIER

Job title: Cashier

Location: Chelmsford, Essex

Contract: Part Time

Date added: 8th April 2019

Closing date: 19th May 2019

Job Description:

The cashier is expected to assist with the running of the cashiers department and any other tasks as directed by the senior members of the team.

Specific Responsibilities:

- Daily inputting of financial transactions
- Ensuring monies are entered on the correct ledger and banked in the right account
- Working to the Law Society's rules
- Bank reconciliations on a daily basis
- Making payments by BACS, CHAPS and cheques
- Taking payment from clients by telephone and in person
- Checking and posting of bills
- Processing all aspects of completions
- Any other tasks as directed by the senior members of the team

Position:

- 5 days per week
- 4 hours per day (1.30pm - 5.30pm)
- 20 days holiday (pro-rata)
- £21,000 per annum salary, based on full time equivalent

We offer a competitive benefits package, including 20 days holiday, birthday holiday, 1/2 day Christmas shopping, private health scheme, death in service, pension contribution and firm wide bonus.

As part of the process you will also have to pass our employment screening process which allows us to meet standards in relation to honesty and integrity, in line with the SRA Rules.

Hill & Abbott is an equal opportunity employer.