

Legal Cashier/Accounts Assistant

Salary: Up to £35,000 depending on experience.

Other benefits include Life insurance and Critical illness insurance after successful completion of the probation period.

Holidays: 33 days holiday inclusive of bank holidays.

Location: Loughborough – Office based (we have a flexible working policy in place)

Contract: Full time/ Permanent.

The Firm

Straw and Pearce is a well-established law firm with offices in Loughborough and Leicester. We are a modern, progressive law firm with progression opportunities across the firm.

The Role

We are seeking a meticulous and reliable Legal Cashier to join our finance team. This role is critical in ensuring full compliance with Solicitors Accounts Rules and maintaining the integrity of client and office accounts. The ideal candidate will have strong attention to detail, a solid understanding of legal accounting procedures, and the ability to work efficiently in a fast-paced legal environment.

The role will be based in our Loughborough office.

Key Responsibilities will include, but are not limited to:

- Processing payments including CHAPS, BACS and disbursements.
- Managing day-to-day banking activities, bills, credit notes, write offs and transfers.
- Ensuring full compliance with SRA Accounts Rules and VAT regulations.
- Performing daily client and office bank account reconciliations.
- Managing client ledgers and ensuring accurate record-keeping
- Processing purchase ledger invoices and staff expenses.
- Chasing aged debtors.
- Assisting with month-end and year-end financial procedures.

About You

- Previous experience as a Legal Cashier in a law firm is preferable, as is a sound knowledge of SRA Accounts Rules.
- Previous experience of billing Criminal Legal Aid files would be advantageous.
- High attention to detail and ability to work under pressure.
- Strong communication skills, both written and verbal.
- Sound computer literacy and confidence using financial systems, with experience of using Tikit being an advantage.
- Good organisational skills and the ability to prioritise workload.
- A professional and approachable manner.
- Flexible attitude with an ability to deal with multiple tasks.

We offer a competitive salary and work alongside a friendly and professional team.



Please email your CV to jball@strawandpearce.co.uk