

WE'RE RECRUITING...

LEGAL CASHIER

About the role

We are looking to recruit a Legal Cashier to work alongside the Finance Director and Financial Administrator to provide an efficient financial service to our business.

The responsibilities of this role include:

- processing incoming and outgoing payments (mostly electronic, some cheques);
- administration of all transactions (concerning client money) – checking of completion statements, processing CHAPS payments;
- posting transactions and disbursements to Leap and Xero software;
- administering/processing petty cash and expense claims;
- bank reconciliations;
- analysing client ledgers and liaising with fee earners to keep ledgers and WIP up to date and accurate;
- managing and processing consultants' invoices and any re-charges;
- managing and processing referral fees;
- checking and approving payroll;
- processing VAT returns through Xero software;
- ensuring compliance with SRA accounts rules;
- keeping accounts up to date on Xero software;
- producing monthly finance reports;
- liaising with the company accountant when required;
- collating information for SRA audits.
- supervision of our Financial Administrator.

The desired Candidate Profile for this role will include:

- ILFM diploma desirable;
- experience working within a law firm;
- experience in both office and client accounts;
- solid working knowledge of SRA Accounts Rules;
- experience of using the case management system Leap and accounting software Xero highly desirable
- good knowledge of Excel;
- organised and accurate, with the ability to deal with a high volume of work autonomously and improve our processes to achieve maximum efficiency.

Additional information

Location

This role will be located remotely.

Hours

The required time commitment for this role is ideally full time although we welcome applications from those looking for reduced/flexible working hours.

Reporting

This role will report to the Finance Director.

Pay

The pay for this role is £25,000 per annum (for a full-time equivalent)

Reference: RL_LC2021

How to apply

Send your CV & cover letter to office@radiuslaw.co.uk

Closing date: 17 Dec, 2021

www.radiuslaw.co.uk

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About Radius Law

Radius Law was established in 2013 by Iain Larkins, the former General Counsel of Mercedes-Benz.

Radius Law is not like any other law firm. We are here to **innovate how legal services are delivered** and provide our clients with the best possible experience.

There are three core pillars to everything we do:

1. We aim to **make the complex simple**. We achieve this by engaging the best lawyers. Legal expertise is essential to be a Radius Lawyer, but expertise by itself is not enough. We only recruit lawyers who can advise with commercial sense and communicate using plain English.
2. **We embrace technology**. We have invested heavily in technology from contract automation to contracts management to proof reading software to training platforms.
3. **We always provide sensible and certain costs**. We believe that fees being 'as long as a piece of string' is unacceptable in today's world. We are always willing to offer fixed fees and will willingly discuss other creative fee agreements.

We are passionate about our social commitment too, with 10% of profits being donated to charity and half of that pot is sent to our nominated charity partner – International Justice Mission (IJM). IJM's objective is to end slavery in our lifetime.

How to apply

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Please quote reference: **RL_LC2021** when applying
