

**Experienced Legal Cashier**  
**MHM Office: Leicester**

**About the Role**

We are looking for a talented, experienced Legal Cashier to join our growing, multi award winning business. The final transaction in any property sale or purchase is pivotal, so legal cashiers play a critical role within My Home Move

You will be working within a team of legal cashiers in a high volume residential conveyancing environment providing a high quality and timely service to the core processing teams, where you will deal with various accounting duties in accordance with the CLC Accounts Code

**What we're looking for**

Ideal candidates will have previous accounting experience within a legal environment with an excellent knowledge of the CLC Accounts Code and Solicitors Accounts Rules. An eye for detail, strong numerical skills and excellent people skills are a must for this role.

We require an individual who is very customer service orientated and as you would expect, excellent mathematical skills are essential.

With great opportunities to develop and progress within My Home Move, this is an excellent role in which to further your legal cashier career.

**The Role**

- Complete tasks efficiently, accurately and within specified timescales to a high standard of customer service to our internal clients
- Deal with all financial queries received from the legal teams.
- Raising Credit notes and invoices to the clients.
- Report any breach of the CLC account code to relevant internal compliance owners.
- Mentoring trainee members of the legal cashier team to aid their progression and share knowledge and experiences.
- Signing off all allocated trainees electronic payments leaving the account to ensure accuracy and understanding

- Ensure full compliance with all companies policies at all times and raise any issues to the relevant parties. For example payments on probate, power of attorney and matrimonial properties.
- Ensure sufficient financial documentation has been received to identify and confirm the accuracy of any completion payments required and give guidance if inaccurate
- Give guidance and advice to the legal teams in relation to their finances and ensure they balance correctly before allowing the financial transaction to proceed at completion stage or previous to that stated
- Dealing with late completion fees and calculating interest

### **The Person**

- Previous accounting experience within a legal environment
- A good knowledge of The CLC Accounts Code/Solicitors Accounts Rules
- Strong attention to detail
- Ability to recognise problems and achieve solutions
- The ability to organise, prioritise and conduct good time management.
- Strong verbal and numerical reasoning skills
- Ideally a working knowledge of SOS Practice Manager Accounting System
- A strong team player
- A desire for continuous personal and professional development

If you are interested or know someone who would be interested in this role, please apply by sending your CV and a covering letter to [recruitment@myhomemove.com](mailto:recruitment@myhomemove.com)

**Closing date: Wednesday 20<sup>th</sup> March 2019 at 5pm**