

**Title:** Legal Cashier  
**Department:** Accounts  
**Reporting to:** Head Cashier



## ROLE SPECIFICATION

### The Finance Department

This is a fantastic opportunity to join our market leading Finance department that provides high-quality advice to private and commercial clients. The Cashiers team is made up of the Head Cashier, Senior Legal Cashier and two Legal Cashiers. The wider department includes the Accounting, Systems, Billing and Revenue Control teams.

In view of our growing department, we aim to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

### The Role

#### Role Responsibilities

- Ensure the requirements of the Solicitors Accounts Rules (SAR) and any statutory regulations are complied with at all times including VAT, HMRC and money laundering regulations;
- Ensure the firm's internal policies are observed at all times;
- Ensure all posting and filing is completed in an accurate and timely manner;
- Identify faster payments, BACS and CHAPS receipts which are in regard to costs and produce the required slips;
- Ensure all cheques are drawn and banked to meet the firm's deadlines;
- Check and post client to office transfers;
- Post client to client transfers to transfer funds between matters;
- Allocate office account receipts to settle our bills;
- Check and verify Dotnet transactions;
- Produce and review reports detailing NYP disbursements to be paid out, ensuring compliance with SAR;
- File transactional paperwork (both paper and paperless) in an accurate and timely manner;

- Inform fee earners of incoming money and funds;

General responsibilities:

- Actively monitor the main transactional accounts via Barclays online banking system (Dotnet), identifying and dealing with incoming funds on a timely basis;
- Keying electronic payments on Dotnet (including BACS, CHAPS and international payments);
- To be pro-active in chasing fee earners/partners for paperwork for unposted receipts with a view to posting these without delay, or to identify if there are KYC issues;
- Liaise with the firms various banks' contacts with a view to ensuring transactions are dealt with in a timely manner and any problems are avoided or rectified on discovery;
- Report and identify any SAR breach to the Accounts Manager for inclusion on the COFA report;
- Assist our internal clients in resolving all accounting queries;
- Entering counsel fee notes and other disbursements to the system; and
- Assist colleagues with general enquiries and routine work.

## PERSON SPECIFICATION

### The ideal candidate will have:

- Strong GCSE and “A” levels, particularly in Maths and English;
- A minimum of 12 months previous experience of working in a busy law firm dealing with client transactions;
- Previous experience of CMS (Aderant Expert) and Barclays Internet Banking (BIB)/ Dotnet would be highly advantageous;
- Excellent numeracy, communication and time management skills;
- The ability to work under pressure;
- Meticulous attention to detail;
- The ability to work well within a team environment, with limited supervision; and
- An ILCA / ILFM qualification would also be advantageous, although not essential.

In addition, you will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



## BENEFITS

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office-based and home working which is a discretionary benefit depending on the role and responsibilities.

ON JOINING

- Life assurance scheme – 5x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme – buy up to five days extra holiday per annum
- Staff introduction bonus – £1,000 - 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service – 24/7 video GP consultations

AFTER 2  
MONTHS

- Group personal pension plan of 4% - 5% employer contributions
- Matching employee contributions of 4% - 5% (automatically enrolled)
- Processed via salary sacrifice 50% of employer NI savings added to contribution

AFTER 3  
MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

AFTER 6  
MONTHS

- Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.



## PARENTAL LEAVE & MATERNITY POLICIES

### Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies\* cover:

**Maternity** – We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility\*. If eligible, EMP provides 100% of your salary in weeks 1-16 and 50% of your salary in weeks 17-28. Weeks 29-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least six months from the date of your return to work before providing notice of resignation\*.

**Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to three weeks\*.

**Shared Parental Leave** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child\*.

### Adoption and Surrogacy\*

**Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children\*.

\* Full details can be found in our staff handbook, which will be provided upon offer of employment.



## INCLUSION & DIVERSITY



### Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

**Developing a diverse leadership** – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

**Attracting a diverse workforce** – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

**Engaging with everyone** in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

**Helping all our people** in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.



“As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Helen Curtis-Goulding  
I&D Partner Lead

[Click here](#)

I&D at Fladgate



# WELLBEING

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

- Bupa private medical insurance (optional benefit to join after six months' service)
- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law



## PHYSICAL HEALTH



## MENTAL HEALTH



## FINANCIAL HEALTH



## SOCIAL & CSR