

Title: Head Cashier
Department: Accounts
Reporting to: Head of Finance



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 department comprises of 16 including Head of Finance, Financial Controller, Finance Manager, Commercial Finance Analyst, Assistant Accountant, Head Cashier, Senior Legal Cashier, two Legal Cashiers, Revenue Manager, Revenue Supervisor, Senior Revenue Controller, three Revenue Controllers, and Senior Compliance Officer.

Our Finance department covers Accounting and Commercial Advice, Account Systems, Cashiering, Central Accounts, and Revenue Control & Billing.

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

Reporting to the Head of Finance, the Head Cashier will primarily oversee the firm's cashiering function and manage the cashiering team, which consists of a Senior Legal Cashier and two Legal Cashiers.

The Head Cashier will work closely with the Revenue Manager and Senior Compliance Officer on departmental issues and to strive for exceptional service to stakeholders.

The Head Cashier role is a prominent position within the firm, acting as a key contact for partners and senior personnel. The Head Cashier is responsible for the smooth running of the firm's treasury function within firm.

Role Responsibilities

- To provide leadership with respect to cashiering issues and provide guidance on firm policies and compliance requirements surrounding cashiering requests.
- Team management of the core cashiering group including responsibility for staff appraisals, professional development and work rotas.
- Set an example in best practice in day-to-day cashiering to the team and be a technical champion for the group.
- Work closely with the Head of Finance and Finance Systems Manager on continued improvements to cashiering processes and the implementation of finance projects.
- To be the primary contact point with our bankers on day-to-day cashiering matters and treasury functions.
- To provide oversight and management of the Aderant workflow system for cashiering requests as well as the virtual credit card system for office payments.
- Liaise with the Assistant Accountant on the Accounts Payable function which includes supplier and expense payments and provide support and cover as required.
- Primary responsibility for daily and monthly bank reconciliations.
- To provide training to fee earners and staff on cashiering processes as required.
- Ensure compliance with our internal policies and external regulators working closely with the Senior Compliance Officer on compliance related matters; and
- To support the Head of Finance on all cashiering matters as required.

PERSON SPECIFICATION

The ideal candidate will have:

- Strong GCSE and “A” levels, particularly in Maths and English;
- A minimum of five years’ previous experience of working in a busy law firm dealing with client transactions along with previous experience of Aderant Expert (CMS) and Barclays Internet Banking (BIB)/Dotnet;
- Strong legal cashiering experience, as well as up-to-date knowledge of SAR and VAT;
- Undertaken professional development with relevant training bodies such as IFLM, AAT, MBL or other;
- Excellent numeracy, communication and time management skills;
- The ability to work under pressure;
- Meticulous attention to detail;
- Ability to work well within a team environment, with limited supervision; and
- Proficiency in using Microsoft Excel.



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.



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 and 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.





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



PHYSICAL HEALTH

- 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



MENTAL HEALTH

- 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



FINANCIAL HEALTH

- 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



SOCIAL & CSR