



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Legal Cashier

Department: Finance

Location: Lincoln

Contract type: Full-time

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## About Gilson Gray

We are a comprehensive law firm, offering expert legal, property, and financial services. We are a team of highly skilled, award-winning professionals who are committed to helping our clients achieve their goals in every area of the law. We are proud to be a part of one of the most prominent and modern legal firms in the UK. We are Gilson Gray.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, East Lothian and Lincoln we focus on ensuring we provide the highest level of advice and on-going service to our clients internal and external.

## Overall Objective

Our Finance Department is growing and we are looking for a capable, organised and enthusiastic Legal Cashier to join our busy Lincoln office. Reporting to the Finance Director and assisting the Senior Legal Cashiers, you will process a variety of transactions in keeping with regulatory requirements.

## Required Knowledge and Experience

- Experience working in the finance function of a legal firm, ideally in a busy cash room
- Experience in completing electronic bank reconciliations
- Experience in processing residential conveyancing transactions

## Skills Required

- Ability to work to tight deadlines
- Ability to demonstrate accuracy and attention to detail.
- Strong communication skills
- Ability to work well with others and be supportive of your colleagues
- Ability to take ownership of issues and focus on providing a quality service
- Good Excel skills



[www.gilsongray.co.uk](http://www.gilsongray.co.uk)

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## Tasks

- Review and input data accurately and promptly onto our Finance system
- Process daily bank reconciliations
- Prepare client and office banking
- Posting Client Receipts to matters with high level of accuracy and attention to detail
- Post fee payments to ledgers, liaising with the Credit Control team regarding allocations
- Liaise with fee-earners about transactions
- Use on-line banking systems to process payments
- Carry out purchase ledger tasks
- Carry out fee note checks and finalise fee notes
- Provide audit evidence and ensure compliance with regulatory rules for client funds
- Assist the Finance team as required as month-end and year-end
- Process Partner payments
- Provide general administrative support to the Finance team

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



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