

## Job Opportunity

Title: Legal Cashier Assistant - FTC

Department: Accounts

Reporting to: Head Cashier

Working Hours: 10am – 3pm five days per week with a one hour lunch break.

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

## Role Specification

This is a fantastic opportunity for an experienced Legal Cashier to join the firm on a remote, part time basis for a fixed term 18-month contract.

Reporting to the Head Cashier, the Legal Cashier Assistant will work alongside a Senior Legal Cashier and three Legal Cashiers, within a wider finance function that includes Accounting, Systems, Billing and Revenue Control teams.

The role supports the cashiering function by ensuring the accurate and timely processing of financial transactions, maintaining well-organised records, and assisting with day-to-day finance operations. A key focus is on ensuring compliance with the Solicitors Accounts Rules (SAR) and wider regulatory requirements, including supporting monitoring activities and escalating any potential issues where necessary.

The Legal Cashier Assistant will liaise with fee earners and internal stakeholders to ensure transactions and incoming funds are handled efficiently, while also providing support across the team during busy periods. The role requires a high level of accuracy, organisation and the ability to manage workload effectively in a fast-paced, compliance-driven environment.

Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

## Key Responsibilities

- Posting of counsel fee notes to client matters.
- Posting of expert invoices, including foreign currency invoices.
- Posting of Internal Disbursements, for example: file opening, printing and postage charges.
- Posting of client interest when required.
- Posting of client disbursement invoices, including but not limited to HM Courts, HM Land Registry, Orbital Witness, TM Group.
- Investigating and helping to rectify office credit balances.
- Carrying out Sanctions checks on Accuity for all payors into Office and Client Account.
- Posting Direct Debit payments out of the bank onto the system.
- Ability to manage own workload and meet deadlines.
- Filing paperwork and invoices in a timely manner and ensure all correspondence is saved efficiently.
- Report and identify any SAR breaches to the Accounts Manager for inclusion on the COFA report.
- Assisting with general cashiering i.e. office and client account transactions, if required, to cover high volume periods or team absences. This would include but not limited to:
  - Key electronic payments on Dotnet (including BACS, CHAPS and international payments), actively monitoring all transactional accounts.
  - Communicate proactively with fee earners on incoming money and funds, ensuring unposted receipts are dealt with in a timely manner.
  - Check and post client to client transfers, client to office transfers and transfer funds between matters.
  - Identify faster payments, BACS and CHAPS receipts regarding costs and produce the required slips, allocate office account receipts to settle bills.

## Person Specification

The ideal candidate will have:

- A minimum of 12 months previous experience of working in a busy law firm supporting accounts payable or office cashiering.
- Meticulous attention to detail and the ability to work under pressure.
- A proactive nature and an eagerness to learn.
- Strong GCSE and A Levels, particularly in Maths and English.
- Experience dealing with client transactions is preferable.
- 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 well within a team environment, with limited supervision.
- An ILCA / ILFM qualification would also be advantageous, although not essential.

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



## 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	<ul style="list-style-type: none"> <li>• Life assurance scheme – 5x annual salary (non-contributory)</li> <li>• Annual holiday entitlement – 26 days per calendar year (full time)</li> <li>• Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees)</li> <li>• Recruitment (staff introduction) bonus – £1,000 - 5,000</li> <li>• Personal training/yoga – free weekly sessions</li> <li>• Free online GP service – 24/7 video GP consultations</li> <li>• Yoga and physical training sessions</li> <li>• Hybrid working allowance</li> <li>• Everyday lifestyle savings via Vivup</li> <li>• IHG hotels discounts</li> </ul>
After 2 months	<ul style="list-style-type: none"> <li>• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled)</li> <li>• Processed via salary sacrifice 50% of employer NI savings added to contribution</li> </ul>
After 3 months	<ul style="list-style-type: none"> <li>• Group income protection</li> <li>• Season ticket interest free loan</li> <li>• Private Dental Plan – payable through monthly payroll</li> <li>• Gymflex scheme</li> <li>• Eye test vouchers – every two years</li> <li>• Cycle to Work scheme</li> </ul>
After 6 months	<ul style="list-style-type: none"> <li>• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid</li> <li>• Marriage/Civil Partnership gift</li> <li>• Private Medical Insurance Scheme</li> </ul>

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.

## Family Friendly 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 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

**Paternity** – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



#### Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



#### Adoption and Surrogacy

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



**Ordinary Parental Leave** – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

\*further details of our family friendly policies can be found in the Staff Handbook

## 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.

[I&D at Fladgate](#) →

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



## 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.



### Physical Health

- 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
- Bupa private medical insurance (optional benefit to join after six months' service)



### Financial 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



### Mental 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



### Social & CSR

- 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

Fladgate LLP  
16 Great Queen Street  
T: +44 (0)20 3036 7600  
E: [fladgate@fladgate.com](mailto:fladgate@fladgate.com)