



Accounts Assistant

(Fixed Term Contract Maternity Cover – August 2022)

Practice Area	Operations
Line Manager	Adele Panayi
Hours	Full Time
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our solicitors and fee earners are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in the legal directories [Chambers UK](#) and [The Legal 500](#) and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+. Everything we do is underpinned by our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the role

The Accounts team need to recruit a Legal Cashier on a fixed term contract to cover maternity leave. The person appointed will work alongside the Accounts Manager and be part of the Operations team, which offers central support to the firm. The appointment will have a minimum of 3 years' experience in legal accounts.

The aim is for the successful applicant to join Longmores as soon as possible to learn the role before the Accounts Assistant goes on maternity leave.

Skills, experience and qualifications

- Log cheques received onto excel spreadsheet. Scan copy of cheque to fee earner and secretary in order for them to submit an auto posting to the accounts system.
- Log onto bank. Inform secretary and fee earner of any funds received, and process, as above.
- Transfer and write off of WIP.
- Posting bills, writing off of bills, posting credit notes.
- Posting auto transactions.
- Writing cheque details into paying in books and taking them to the bank.
- Printing cheques.
- Bank reconciliations.
- Transferring daily bill payments on bank.
- Purchase ledger – posting of invoices received and paying due invoices on a weekly basis.
- Month end
- Deposit account transfers
- Reports – printing weekly aged debt, month end reports and WIP & debtor's meetings with practice areas
- Posting staff expenses
- Credit control
- Card payments

About the person

- A legal cashier qualification would be an advantage but not essential
- Strong academic record
- Full time position
- A sound knowledge and experience of legal accounts
- A good understanding of SAR's
- A minimum of 3 years' legal sector experience is essential
- Strong numeracy skills
- Ability to work under pressure and flexibly when required
- Ability to use initiative and work unsupervised
- Strong verbal communicator and interpersonal skills
- Excellent attention to detail
- Ability to pick up new systems and procedures quickly
- Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
- Motivated and pro-active
- Well-developed IT skills including Microsoft Outlook, Word and Excel
- Understanding of privacy and confidentiality
- A team player who is looking to work with a progressive, well regarded firm

General requirements

Longmores Solicitors LLP is a long established but progressive 9 partner firm based in Hertford. Our Accounts Team consists of an Accounts Manager and an Accounts Assistant.

Longmores has a strong reputation both locally and further afield and our aim is to recruit progressive, forward thinking individuals who wish to be part of our growth and who share our core values. For further information about Longmores please see our website www.longmores.law

How to apply

Please email Su Turley, Head of Operations, at su.turley@longmores.law with your CV and a covering message explaining your interest in the role.