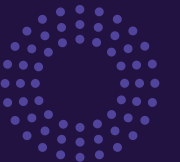




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Senior Legal Cashier



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

- Talk straight
- Think smart
- Be yourself



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

375+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

This is an excellent opportunity for candidates with proven experience in a Legal Cashiering role to join us as a Senior Legal Cashier. Reporting to, and assisting the Head Cashier on a day-to-day basis with the running of Client and Office Account functions, supporting the business with all cashiering tasks.

You will be primarily focussed on overseeing the Client Account Team function however there will also be opportunity to support the office account team on an ad hoc basis.

Our cashiering team experience very high volumes meaning you will gain exposure to a variety of different tasks on a daily basis.

Job title: Senior Legal Cashier

Position Type: Permanent

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

The Senior Legal Cashier will be responsible for supervisory tasks including;

- Supervising 2 cashiers including day to day supervision of workload and acting as first point of contact for support / queries.
- Checking final stage & 2nd Release at Barclays / RBS online systems
- Overseeing the cashiering inbox including, Delegating workflow to the team, ensuring Completion of Tasks, acting as point of escalation for queries, and reporting.
- Working closely with the Head Legal Cashier on any ad project related work for example, reporting, residual balance investigation, and global reconciliation.
- Providing cover and support to the other Senior Legal Cashier in the team.

Cashiering tasks to include;

- CHAPS Payments Process through online banking. Barclays RBS & Lloyds Bank.
- Raising Client Account Cheque Payments.
- Processing Client Account Cheque Receipts.
- Processing Client to Client Journals.
- Processing Client to Office Bill Payments.
- Processing Bank to Bank Transfers and Journals.
- Operation of Designated Deposits.
- Reconciling Bank Statements with Elite Cashbook entries.

Further tasks include;

- Raising Office Account Cheque Payments.
- Processing Office Account Cheque Receipts.
- Entering Supplier Invoices into Elite & reconciling supplier statements.
- Entering Counsel Fee Notes, Experts and Agents into Elite & reconciling statements.
- Processing Weekly Purchase Ledger BACS Payment Runs.
- Monitoring Online Banking facilities for receipts and payments.
- Loading CSV files from suppliers through Excel into Elite.
- Chasing internal allocation of rechargeable disbursements.
- Dealing with queries from fee earners and support staff.
- Liaising with banks.
- Filing & archiving.
- Nominal journals.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

ABOUT YOU

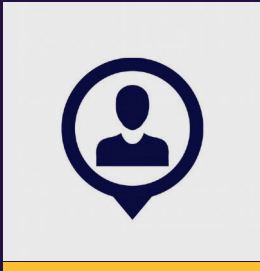
Ideally you will be able to demonstrate;

- Proven experience working on Client & Office Account tasks as outlined above.
- The ability to organise and prioritise your own workload (often high volume), working well in a deadline driven environment
- Excellent attention to detail.
- Excellent knowledge of Solicitors Accounts rules.
- Knowledge of VAT regulations.
- An awareness on Money Laundering regulations and risk procedures.
- The ability and confidence to liaise with fee earners to resolve their queries in a timely manner.
- Excellent interpersonal skills and the ability to work well within a team.
- The ability to establish and maintain effective working relationships with colleagues and clients at all levels.
- Excellent team skills, demonstrating flexibility and a willingness to assist others in the team when necessary.

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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