

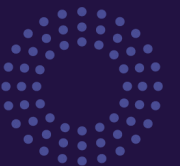


HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Legal Cashier – 9 month FTC



# 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.



**Craig Emden**

Managing Partner

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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

The primary purpose of the role will be to support both the office account and client account cashiering functions.

The candidate will be an integral member of the team and will work on a wide variety of tasks on a daily basis. There will also be the opportunity to expand the remit of this role and enhance the candidate's skill set by learning different processes for cross cover purposes.

The cashier team comprises of the Head Cashier, 2 Team Leaders, 2 Client Cashiers and 2 Office Cashiers.

## ROLE RESPONSIBILITIES

- Supporting for the Accounts Payable function.
- Reconciling supplier statements.
- Saving supplier invoices into Finance workstream.
- Loading CSV files from suppliers through Excel into Elite 3E.
- Chasing internal allocation of rechargeable disbursements.
- Supporting Client Account
- Processing Client to Client Journals.
- Processing Client to Office bill payments.
- Releasing Client Account and office account TT payments at level 1.
- Dealing with queries from fee earners and support staff.

**Job title:** Legal Cashier

**Position Type:** 9 month contract

**Reports to:** Head Legal Cashier

### 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

## TEAM RESPONSIBILITY

The Legal Cashier will have the opportunity to develop their knowledge and skillset by training on the additional duties of the Cashiering team.

- Accounts Payable function.
- Entering Supplier Invoices into Elite 3E workflow.
- Checking through and authorising to completion returned workflow.
- Office Account Professional Disbursements.
- Checking and Authorisation of Office Payment Workflow.
- Counsel Fee Notes, Experts and Agents.
- Raising Office Account Cheque Payments.
- Checking and authorising Office Payment Workflow.
- Chrome River Expense management.
- Daily and weekly payment runs for AP and unpaid professional disbursements.
- Processing Office Account Cheque Receipts.
- Processing Office Account Card Payments.
- Monitoring Online Banking facilities for receipts and payments.
- Reconciling Bank Statements with Elite 3E cashbook entries.
- Liaising with the bank.
- Raising Client Account Cheque Payments through 3E workflow.
- Processing Client Account Cheque Receipts.
- Processing Bank to Bank Transfers and Journals.
- Operation of Designated Deposits.

- Cover the Process of CHAPS Payments workflow and on through online banking. Barclays RBS & Lloyds Bank
- Supporting Client Account daily by Checking and authorising CHAPS / FASTER payments through online banking.
- Ad hoc tasks.
- Filing & archiving.
- Nominal journals.

### **Systems used:**

- Howard Kennedy LLP accounting system is Elite 3E
- Barclays.Net Internet Banking & Bankline (Royal Bank of Scotland internet banking system)
- Microsoft Office (including Word, Excel and Outlook) are also used within the Accounts Department

## REQUIREMENTS

- Experience working on either Client & or Office Account within a law firm.
- Knowledge of either Elite Enterprise or Elite 3E.
- Knowledge of SARs.
- Knowledge of VAT regulations.
- Knowledge of Microsoft Word, Excel and Outlook.
- Awareness on Money Laundering regulations that impact on this area of work.

## REQUIREMENTS

- Ability to pay careful attention to detail.
- Ability to prioritise work effectively and meet deadlines.
- Willing to take on additional responsibilities, with training.
- A positive, committed and 'can-do' attitude.
- Confident and clear communicator, both verbally and in writing.
- A good team player with the ability to be flexible and willing to help others when necessary.

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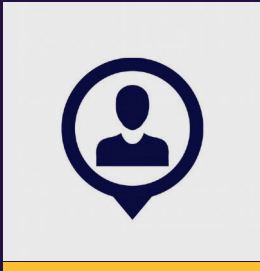
**We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.**

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

# 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.



**Nicole Chapman**

Recruitment Advisor

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