



LEGAL CASHIER

Department: Administration
Reporting to: Financial Controller
Hours: Full-Time
Location: Worthing Office

The Opportunity: Bennett Griffin is a progressive, commercially successful but also friendly firm which has a strong reputation for providing excellent client care and service.

This is your chance to work as a Legal Cashier within our close-knit and supportive Accounts Team.

Ideal Candidate: Our ideal candidate will:

- Have experience of Accounting processes, bank reconciliations, Residential and Commercial Property completions and the SRA Accounts Rules.
- Be a self-confident and adaptable Legal Cashier who can prioritise a diverse workload and work efficiently and accurately under pressure, to tight deadlines.
- Be self-motivated, have the ability to multi-task and be able to work on their own initiative as well as within a very supportive team.
- Have excellent communication skills (verbal and written) with the ability to build and maintain professional relationships with colleagues and third parties.
- Have excellent administrative and IT skills, great attention to detail and be open to working in a paper-lite environment.

Benefits:

- Competitive salary.
- 23 days holiday, plus Bank Holidays, plus additional birthday and two Me Days per year.
- Health care package.
- Hybrid working environment.
- Firm pays parking costs.

Application: Please send your CV and covering letter, including your salary expectation, to Kathy Grieve, Operations Manager, at kag@bennett-griffin.co.uk quoting reference ACD001.