

## JOB DESCRIPTION

JOB TITLE:	CASHIER
NAME :	XXXX
JOB OBJECTIVE:	To undertake all accounting and bookkeeping duties within the firm.
RESPONSIBLE TO:	_____

### KEY TASKS

1. Bookkeeping and accounts maintenance.
2. Staff payroll.
3. Banking including reconciliation in accordance with solicitors accounts rules.
4. Stationery, stock control and ordering.
5. Relief audio typing and reception duties.
6. Maintenance of the firms petty cash system.
7. Contribute to maintaining a safe and healthy working environment
8. Contribute to maintaining and improving office procedures
9. Any other duties which from time to time are required by the firm

### JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Good interpersonal skills Literate and numerate is essential.	
KNOWLEDGE	Knowledge of the Solicitors accounts rules. Knowledge of the firms computer accounting software.	A recognised solicitors accounts qualification.
EXPERIENCE	As a cashier in a solicitors office.	