

**JOB SPECIFICATION**

Role: Junior Cashier & General Office Assistant

Location: Hatten Wyatt, 51/54 Windmill Street, Gravesend, Kent, DA12 1BD

Hours: Full time; 9am – 5:30pm Monday - Friday

Salary: Dependent upon experience – up to £16k

Job Description:

Reporting to the Senior Partner and Finance Manager, the role will be a variety of both Accounts and general office administration.

Daily responsibilities include assisting with:

* Accounts based tasks
	+ Client account receipts & taking card payments when needed
	+ Banking
	+ Checking, posting & paying of any travel and office expenses
	+ Purchase ledger
	+ Petty Cash
	+ Filing
	+ Assisting with the firm’s archiving requirements including wills scanning & retrieval
* General Office tasks
	+ Post allocation
	+ Stationery tasks
	+ Reception cover (when required)
	+ Scanning / photocopying

Candidates:

Successful candidates must have experience of working within a legal environment with some Accounts and secretarial/administration experience. Candidates need to be proactive with an eye for detail and able to communicate well with their immediate colleagues, prioritise workloads whilst meeting deadlines. Applicants must have initiative, with a willingness to learn and work beyond the standard scope of work. SRA and VAT training will be provided if/when required. Knowledge of Partner4Windows (Tikit) would be advantageous, and candidates should be technically competent using Outlook, Excel and Word.