



Accounts Clerk

- Cornwall
- Permanent

LEGAL ACCOUNTS CASHIER

We are recruiting for a legal accounts cashier to work in our Truro office.

The ideal candidate will have legal accounts experience and be able to provide support to the accounts team.

The following skills and competencies are preferable but not essential:

- Previous experience within a law firm accounts team
- Thorough knowledge and understanding of the Solicitors Accounts Rules
- Excellent communications skills
- Ability to work well as part of a team
- Be able to work to deadlines
- AAT qualification (level 3 or 4 preferable) or alternatively a desire to start AAT.

Responsibilities include:

- Banking
- Issuing Cheques
- Supplier Ledger
- Credit Control
- Client deposits and interest
- Client and office transfers
- Reconciliations
- Admin and filing
- CHAPS and BACS payments
- Processing of bills
- Staff Expenses

About Nalders:

We are one of the largest law firms in Cornwall with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Also at: Truro • Falmouth • Newquay • Camborne • Helston • St Austell • Penzance

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Why work with us:

As an Accounts Clerk you will become part of a fantastic team and we offer a range of staff benefits:

- *Opportunities to progress through the business
- *Ongoing support and training
- *Discount on services (subject to length of services)
- *Contributory pension scheme
- *Exam and Study Leave

Apply now:

If you are interested in being considered for the role, please send your CV and covering letter to the HR Department at careers@nalders.co.uk.