



## **JOB DESCRIPTION**

**Job Title:** Junior Legal Cashier  
**Department:** Accounts  
**Reporting to:** Head of Accounts

### **Job Profile**

OGR Stock Denton are looking to recruit a Junior Legal Cashier to join their busy accounts department. Candidates should ideally (but not necessarily) have experience of working in a Solicitors Office and have some understanding of the Solicitors Accounts Rules.

Duties will include: Posting of client and office account receipts and payments, Processing Chaps/Bacs payments via internet banking, Processing cheques, Banking, Dealing with petty cash, Maintaining wills/deeds database, Archiving, General office administrative duties

Please send CV's to: Robert Talbot, Practice Manager, OGR Stock Denton LLP, Winston House, 2 Dollis Park, London. N3 1HF.

or e-mail: [rtalbot@ogrstockdenton.com](mailto:rtalbot@ogrstockdenton.com)

Closing Date for applications is Friday 19 January 2018.