

WE'RE HIRING



GEPP
SOLICITORS

Legal Cashier

Finance Team

 Chelmsford  Full Time

About Gepp Solicitors

At Gepp Solicitors, we combine trusted legal expertise with a modern, collaborative approach.

Based in Chelmsford, we provide legal services to individuals, families and businesses across Essex, London and beyond.

We are committed to building long-lasting relationships with our clients while creating a supportive, inclusive workplace where our people can thrive.

As part of our team, you'll join colleagues who value professionalism, collaboration and exceptional client service.



4.9/5.0 ReviewSolicitors
1,600+ verified client reviews



Career
progression



Committed to
our people

About the role

As a Legal Cashier at Gepp Solicitors, you'll be a key member of our Finance team, helping to ensure the smooth and accurate running of the firm's client and office accounting operations.

You'll undertake a varied range of accounting responsibilities, from processing client and office account transactions to bank reconciliations, credit control and month-end processes.

Working closely with colleagues across the firm, you'll play an important role in maintaining accurate financial records and robust processes while ensuring confidentiality and high professional standards at all times.

This is an excellent opportunity for an experienced Legal Cashier looking to join a respected and supportive Essex law firm.

This role is fully office-based at our Chelmsford office.

Key Responsibilities

- Processing client and office account receipts and payments
- Assisting with supplier invoices and payments
- Completing bank account reconciliations and three-way checks
- Ensuring accurate and timely completion of month-end processes
- Supporting credit control, including liaising with clients regarding unpaid debts
- Processing expense claims, credit card purchases and petty cash
- Undertaking other accounting tasks and processes as required
- Following robust processes and procedures to safeguard the firm
- Maintaining confidentiality and the highest professional standards at all times



We are committed to recruiting individuals on merit and ensuring equal opportunities for all applicants regardless of sexual orientation, race, disability, religious beliefs or any other protected characteristic.

About you

You'll have:

- Several years' experience undertaking cashiering duties and responsibilities
- Knowledge and understanding of law firms or similar professional services businesses
- The ability to adapt confidently to new practice and case management, accounting and other software
- Strong organisational skills and attention to detail
- The ability to work accurately and manage competing priorities

You'll be:

- A supportive team player who works collaboratively with colleagues across the firm
- Flexible and adaptable, with a positive "can do and will do" approach
- Confident building effective working relationships both internally and externally
- Professional, trustworthy and discreet
- Reliable and committed to maintaining high standards of accuracy and confidentiality

Why join us?

Our people are at the heart of our success, which is why we invest in competitive salaries, excellent benefits, wellbeing and career development.



Competitive
Salary



Life Assurance
& Income
Protection



Scottish Widows
Pension Scheme



Health Cash Plan
& Wellbeing
Offers



Free
Parking



25 Days
Holiday +
Bank Holidays



Employee
Assistance
Programme



Monthly
Staff Lottery

Ready to apply?

We'd love to hear from you



Please submit your CV & covering note to:
recruitment@gepp.co.uk



Learn more:
geppsolicitors.co.uk/careers



GEPP
SOLICITORS

Supporting clients. Developing careers.