



Legal Cashier

Ashurst Service Central - Finance, Brisbane - Ann St

Recruitment

About Ashurst	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Department/Role overview	<p>As a complex global organisation, Ashurst Service Central is key in how we run our operations, plan for the future and determine our strategy. This is a global function of 170 professionals, all working closely together, but with a range of specialist expertise, including: reporting, financial systems, costs, partnership tax, account payable, accounts receivable, billing, central registry, credit control, e-billing and client rates, financial systems support, procurement, revenue management, and working capital management.</p> <p>The role is to deliver a range of services to internal and external clients in relation to Finance Operations activities, and to ensure these services are executed accurately and in a timely manner whilst adhering to existing and future operational guidelines.</p>
Main responsibilities	<p>Trust & Controlled Monies Management:</p> <ul style="list-style-type: none">• Ensure Ashurst Australia Trust policy is adhered to at all times, regardless of situation• Receipting of incoming funds• Processing requests to draw down on funds.• Opening and Closing of Controlled Monies Account, including monthly processing of interest earned• Daily and Monthly Reconciliation• Gain and maintain sound knowledge of Trust regulations• Knowledge of ANZ Transactive online portal• Liaising with stakeholders

	<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Receipting of incoming payments to all firm operated bank accounts • Daily and Monthly Reconciliation of all accounts operated by the firm. • Liaising with stakeholders <p>Operations Support:</p> <ul style="list-style-type: none"> • Adhoc billing support, including (but not limited to) invoice reversals, proforma assistance, disbursement management • Management of the Firm Bank Mandates • Liaising with suppliers and stakeholders • Ad hoc tasks to support the finance teams
<p>Essential skills and experience</p>	<ul style="list-style-type: none"> • Ability to work autonomously under tight timeframes in a fast paced evolving environment. Solution focused and be able to collaborate with a range of different stakeholders at various levels of the firm • Strong verbal and written communication skills • Strong MS Excel and data entry abilities • Intermediate problem solving and analytical skills, including ability to identify issues and suggest solutions • Sound time management skills with ability to prioritise and organise workload to meet deadlines • Ability to participate as an effective team member with a willing "can-do" attitude • Attention to detail
<p>Desired skills and experience</p>	<ul style="list-style-type: none"> • TAFE Certificate/Diploma in Accounting is an advantage • Legal exposure is an advantage • Trust & Controlled Monies exposure an advantage • Elite 3e knowledge an advantage • Ticketing base systems an advantage (Cherwell and or ServiceDesk Plus) • System testing experience an advantage
<p>Background checks</p>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>