

Legal Cashier CV Examples - Template

Your name -tel number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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Professional Profile I am an experienced and well trained Legal Cashier. I am capable of handling any size sum of monies and always work in accordance with the Solicitors accounts rules. I am trustworthy in all ways and always keep detailed and accurate books for inspection.

- Knowledgeable.
- Sensible and practical.
- Approachable and Friendly.
- Focussed and attentive.
- Highly organised.
- Confident.
- Friendly.
- Flexible.
- Adaptable.

Professional Qualifications.

HND in Finance.

Work History

January 2010 - Present

Legal Cashier, Sam's Solicitors, London

Working in this large office as a Legal Cashier it was my duty to take cash deposits and payments from clients and process them through the books so they can be examined for tax and anti-fraud purposes. I was trusted with the accurate transfer of thousands of pounds between accounts, as well as handling several thousands of pounds in cash on a regular basis.

January 2008- January 2010

Legal Cashier, Sallies Business Solicitors, London.

As a Legal Cashier in this large business solicitors it was my duty to ensure that all sums of money were logged correctly in line with the solicitors accounts rules, including all client pay outs, client fees and expenses and staff wages etc. I was also responsible for several marketing responsibilities as well as some miscellaneous administrative duties.

January 2007 – January 2008

Legal Cashier, Blame on Claims, London

Working for this large solicitors firm as a legal cashier saw me dealing with client cheques following accidents on the road and in workplaces. Often the way the accounts were set up meant that we had to accept cheques on the client's behalf and then issue the client a cheque (where for instance several parties paid out to our claimant). In these situations I would have to ensure that the client received the interest due from any amounts that had been credited to our account that was from their winnings.

Education

GCSE 10xA Grades including English, Maths and Science.

Londonberry Comprehensive School

London

2001

References

References are available on request, or in writing to the above previous employers.

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