



# Outsourced Cashroom Services

LawWare now provide  
compliant, cost effective  
outsourced cashroom services  
for law firms.



**0345 2020 577**

**lawware**  
software for the legal profession

# About us

**We add value to Law Firms by adding highly skilled, SOLAS qualified legal cashiers to your team.**



We provide expert outsourced legal cashiers & accounting services for both law firms and sole practitioners in the UK. Our experience with the Solicitors Accounts Rules and Law Society Accounting Rules means we have a in depth knowledge of the processes and procedures necessary for your legal practice.

We only employ SOLAS qualified, experienced and professional legal cashiers who will work alongside you and cater to the needs of your firm. Whether you simply require bank reconciliations or daily postings, we will guide you through the management and full compliance of your legal accounts.

We instantly bring a team of experienced legal cashiers to your legal practice. This may be to supplement your existing team, support you if your cashier has left, or get you up and running if you are starting a new law firm.

We handle the compliance and you grow your law firm.

“Your Cashier has been a **great solution** for our firm. We no longer have to worry about our Cashroom function or panic about holiday cover or illnesses. Instead we have a **dedicated cashier** working remotely who is part of a larger group which means that someone else can step in at short notice. They often go the **extra mile** and we know we are in safe hands with a team who understand the accounts rules. We have a **better** and cheaper **Cashroom** than we did when we had an in-house team and we look forward to a continuing relationship with Your Cashier.”

**Ken Steele**



# Key Services



## Legal Cashiering

SOLAS and LawWare qualified experienced legal cashiers ready to deal with all your Scottish legal cashroom and accounting services. Ensuring full compliance with the Law Society of Scotland's Accounting Rules, most importantly, safeguarding your business.

## Management Accounts

Management accounts and management information provide the data you need to run your business. Budgets, cashflow projections and monthly management accounts are crucial to knowing where you are and predicting where you're going.

## Payroll Services

We provide a fully managed payroll service, including all statutory payments, student loans, pensions and any other payment and deductions. We prepare and distribute payslips, set up online payments and ensure your employees get paid correctly and on time.

# Additional Services

We offer a full range of additional services and work with each of our clients on an individual basis to find the correct solution adapted to your specific business needs and wants.



## CREDIT CONTROL

Outsourced credit control allows you to focus on operations and generating revenue, while our team takes care of improving your cash flow.



## PURCHASE LEDGER

We provide regular creditor reports and complete supplier payment runs to ensure payment terms are met and achieving VAT effectiveness.



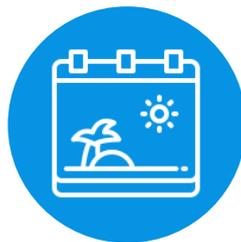
## AUDITS

We provide the regulators with all the relevant reports they require pre-inspection and assist you in preparing for an upcoming inspection or monitoring visit.



## MOCK INSPECTIONS

With our mock inspection service you can identify any problems before the inspection actually takes place.



## HOLIDAY COVER

We provide ad hoc holiday cover on a weekly basis to cover holidays or long term absence.



## EMERGENCY COVER

We also provide ad hoc emergency cover on a daily basis to cover any unexpected absence.

# Why choose us?

**Our experience with the Solicitors Accounts Rules and Law Society Accounting Rules means we have a in depth knowledge of the processes and procedures necessary for your legal practice.**



## **Transparent Approach With No Hidden Costs.**

We will provide you with a project brief scoping the extent of the work along with the obligations and responsibilities of all parties. If there any additional costs such as software licenses for your Practice Management system, setup charges or additional training implications, these will also be detailed in your project brief.



## **Fully Insured and Regulated.**

All the services we provide are protected by professional indemnity and public liability insurance. Our cover is very thorough with limits of indemnity paid on every claim and without any unusual policy conditions or exclusions.



## **Information Security Management.**

We are fully committed to information security and client confidentiality and conform fully to the Data Protection Act. We work directly within your Practice Management software, at no point will any financial information leave your server or cloud platform.



## **Nobody Knows LawWare Like We Do.**

We work hand in hand with the support team at LawWare and all our staff are fully trained to use LawWare. There are no additional license implications or hidden module costs. As a sister company of LawWare we are best placed to help you get the most from your software.

“Your Cashier are **prompt** at replying to queries, **pleasant** to work with and, from their knowledge, bring a **helpful**, differing, perspective on how to do things. They have **condensed**, **modernised** and made more **efficient** our cashroom function. I would **recommend** to others.”

**Colin Redpath**

**ALLINGHAM&CO**  
traditional values | modern practice

# Your Journey

**We make the process of outsourcing your cashroom easy. You are only 4 steps away from saving your law firm time and money and ensuring full compliance with the Law Society's Accounting Rules.**

- 1.**  **Proposal & Project Brief**

We start the process with a consultation during which we talk through the possibilities and assess your needs so that we can work out the best solution for you. We then provide you with a proposal and project brief scoping the extent of the work.
- 2.**  **Contract & Terms of Business**

When our proposal has been accepted we will prepare all the necessary legal documentation detailing the obligations and responsibilities of both parties. Due diligence checks should be conducted at this stage.
- 3.**  **Transition To Your Cashier**

Our team will be hard at work setting up everything that is necessary for a successful transition. Depending on the agreed scope this may include access to your current accounting system and online banking platform. Regular communications will keep you updated and ensure all the agreed target dates are met.
- 4.**  **Meet Your Dedicated Team**

Meet with your dedicated, SOLAS qualified legal cashier in a video conference call. Ongoing regular meetings will be arranged to ensure the project runs smoothly and continues to meet your expectations.

# A Word from our MD



Warren Wander  
Managing Director

I'm delighted that LawWare has been able to respond to a growing client demand to extend its professional services to include outsourced cashiers cover. Your Cashier is an established organisation, with similar values to LawWare, headed up by Lynne Outterson who is highly respected in the profession. The new service is very popular and the feedback is fantastic. I wish we had onboarded this service sooner!

The employment and management of legal cashiers is often a time-consuming and expensive burden to any law firm. Finding a good cashier is a full-time job in itself, one that can prove costly, especially when employing recruitment agencies to root out the best candidates. That means outsourced legal cashiers should be high upon your list of considerations.

Whether full or part-time, the addition of a cashier leads to increased salary and resource bills, as well as employment regulation and welfare considerations. Despite all of this, cashiers are a vital component of any law firm. The Your Cashier service was created to take care of your cashiers requirements whilst removing the usual associated burdens.

Established in 2015 Your Cashier offers an outsourced Cashroom service to Law Firms in the UK. We provide a client focused cost-effective solution designed to meet your needs and your budget. Your Cashier's approach is flexible and adaptable. We offer a full cashiers service, work together with existing cashroom staff and provide holiday or sickness cover.

“When reviewing our cashroom provision we selected **Your Cashier** as the preferred option. It has worked well and we have appreciated the dedication and continuing **professionalism** regarding the handover and beyond, highlighted by the **friendly service** provided by the team”

**John Walker**



KILPATRICK  
+ WALKER  
SOLICITORS



**Building relationships  
is the key to our  
success.**

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software for the legal profession