

Job Advert: Senior Legal Bookkeeper

Location: Durban, KwaZulu-Natal, South Africa

Position Type: Full-Time

Position Overview

Our Durban office is seeking an experienced **Senior Legal Bookkeeper** to join our finance team. This role is suited to a highly skilled accounting professional with extensive legal accounting experience and a thorough understanding of trust and business account management within a law firm environment.

The successful candidate will take ownership of key accounting functions, ensure compliance with legal accounting regulations, maintain accurate financial records, and provide valuable support to the firm's financial operations.

Key Responsibilities

- Managing trust and business accounts in accordance with legal accounting requirements and regulatory standards
- Opening and closing investment accounts
- Issuing guarantees
- Reconciliation of property final accounts
- Setting up, authorising, and processing EFT payments
- Daily, weekly, and monthly bank reconciliations
- Managing debtors and creditors reconciliations
- Receipting and allocation of daily deposits
- Preparation and review of month-end management accounts
- Monitoring cash flow and account balances
- Assisting with audits and compliance requirements
- Identifying and implementing process improvements within the finance function
- Providing support and guidance on legal accounting matters where required

Requirements and Skills

- Bookkeeping/accounting experience, with significant experience gained within a law firm
- Extensive legal accounting knowledge is essential
- Strong understanding of trust accounting, business accounts, and legal compliance requirements
- Experience preparing management accounts and financial reports
- Proficiency in legal accounting software and Microsoft Excel
- Excellent reconciliation and problem-solving skills
- High level of accuracy and attention to detail
- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Ability to work independently and take ownership of the finance function
- Professional, confidential, and highly dependable

Why Join Cox Yeats?

- Work in a well-established, reputable firm.
- Be part of a supportive and inclusive team committed to fostering professional growth.
- Competitive salary package with opportunities for career development and performance-based bonuses that reward your contributions and achievements.

To Apply:

Please send your CV and a cover letter detailing your experience, skills, and motivation for applying to hr@coxyeats.co.za by 31 July 2026.

Cox Yeats Attorneys is an equal-opportunity employer. We encourage applications from candidates of all backgrounds. Preference will be given to the previously disadvantaged designated groups as aligned with our Employment Equity Plan and Affirmative Action Targets.