Cashroom Roadshow 2020 - Edinburgh

Location & Date

Date: 1st September 2020
Time: 09:15 - 13:00
Location:
Law Society of Scotland
Atria One
144 Morrison Street
Edinburgh
EH3 8EX
CPD Hours: 3 hours

Book by Friday 17 July to save 20% with our Early Bird rate

3 hours verifiable CPD

Hitting the road again in September 2020, our Accounts Rules Cashroom roadshow covers the key aspects of compliance with the Accounts Rules, record-keeping, compliance inspections and certification for all Cashroom Managers and Cashroom staff.

Delivered by our Financial Compliance team, this highly interactive seminar covers how to comply with the Accounts Rules requirements, workshop examples covering real situations, completion of the Accounts Certificate and how to be better prepared for financial compliance inspections.

Cashroom managers are responsible for the staff, systems and processes employed by their practice unit. Aimed at Cashroom Managers and all relevant staff, book our Accounts Rules Cashroom roadshow to ensure that your team have the knowledge and understanding to ensure and maintain full compliance with the Accounts Rules.

Learning outcomes

At this event you will gain:

- Knowledge of the 2011 Accounts Rules and record keeping requirements
- Understanding of the practical application of the rules
- Insight into the responsibilities of being a Cashroom manager or part of the Cashroom team
- Awareness regarding completion of Accounts Certificates

Confirmed speakers

- Sharon Brownlee, Financial Compliance Manager, Law Society of Scotland
- Natalie Cooke, Financial Compliance Manager, Law Society of Scotland

Testimonials

“This was a worthwhile seminar/workshop for both cashiers and solicitors. The friendly atmosphere helped and it was interesting to find out from the inspection staff what information they focus on by going over the worked examples. A quality seminar that is value for money.”

March, 2017
"I think the seminar addressed all the important issues and the workshops were exactly what we deal with in real situations"

March, 2017

"Enjoyable and very informative event with interaction of attendees"

September, 2018

"Having come back to being a legal cashier after a 10 year absence, it provided lots of current information for me"

September, 2018

Programme Details

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>09:15</td>
<td>Registration, refreshments and exhibition</td>
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<tr>
<td>09:45</td>
<td>Welcome and introduction</td>
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**Speakers**

**Sharon Brownlee**, Financial Compliance Manager, Law Society of Scotland

Sharon has been with the Law Society since 2000, and is a Financial Compliance Manager within the Society's Compliance Team. Sharon is responsible for overseeing a team of Inspectors who carry out inspections of solicitor's books and records within Practice Units throughout Scotland, checking primarily for Accounts Rules compliance, and reporting the findings to the Client Protection Sub-Committee. Sharon also provides seminars and training to members of the profession on Accounts Rules compliance, and is also a member of SOLAS – The Society of Law Accountants in Scotland.

**Natalie Cooke**, Financial Compliance Manager, Law Society of Scotland

Natalie has been with the Law Society since 2005, and is a Financial Compliance Manager within the Society's Compliance Team. Natalie is responsible for overseeing a team of Inspectors who carry out inspections of solicitor's books and records within Practice Units throughout Scotland, checking primarily for Accounts Rules compliance, and reporting the findings to the Client Protection Sub-Committee. Natalie also provides seminars and training to members of the profession on Accounts Rules compliance, and is also a member of SOLAS – The Society of Law Accountants in Scotland.

Session one  Accounts Rules Compliance

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>09:50</td>
<td>General issues and current concerns</td>
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<tr>
<td>10:30</td>
<td>Workshops part 1: Interactive group discussion and examples</td>
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<td>• Accounts Rules compliance</td>
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<td>• The application of the rule</td>
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<td>• Specific examples to include the record keeping requirements</td>
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<tr>
<td>11:20</td>
<td>Refreshments, exhibition and networking</td>
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Session two  Accounts Rules Compliance continued

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<th>Time</th>
<th>Session</th>
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<tr>
<td>11:35</td>
<td>Workshops part 2: Interactive group discussion and examples</td>
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Accounts Rules compliance
- The application of the rule
- Specific examples to include the record keeping requirements

Session three  
Cashroom manager responsibilities

12:40 - 13:00  
Compliance with inspections and Accounts Certificate

13:00 - 13:45  
Questions, lunch and exhibition

Prices
prices exclude VAT

Member: £132.34
New member: £119.59
Accredited Paralegal: £119.59
Trainee: £119.59
Unemployed member: £106.77
Non-member: £145.21