**Job Description**

**Job title:** Costs Lawyer / Costs Draftsman

**Department:** Business Services

**Location:** London

**Reporting to:** Senior Associate Solicitor

**Hours:** 9:30am – 5:30pm, Monday to Friday.

**Contract:** Permanent, full time. Some flexibility is required from time to time.

**The role**

The successful candidate will work alongside the Senior Associate Solicitor to provide a complete costs service to our fee earners. To include assisting with costs budgeting, preparation of costs claims, costs negotiations; advocacy at costs hearings, and providing general costs advice, guidance, and assistance.

**Main duties and responsibilities:**

**Caseloads and collaboration**

* Ensure the highest quality of costs recovery service is always provided
* Supporting fee-earners with client costs estimates and budgeting
* Advice on fee arrangements with clients
* Advice to fee earners on levels and prospects of costs recovery
* Provide other technical costs guidance
* Manage a costs caseload of claimant costs files
* Provide update reports on caseloads and progress
* Build and maintain good working relationships with the fee earners, the finance and accounts teams, and all other staff

**Document preparation**

* Budgets (Precedent H/T)
* Statements of Costs (N260) for summary assessment
* Electronic Bills of Costs (Precedent S)
* Prepare documents for provisional and detailed assessment proceedings
* Draft Points of Dispute and Replies

**Hearings and settlement**

* Attend Costs Management Hearings
* Attend Interlocutory Costs Hearings
* Attend Detailed Assessment Hearings
* Negotiate and settle claims for costs, maximising costs recovery

**Professional development**

* Actively keep up to date with developments on all areas of costs law
* Attend necessary training, seminars, and events

**Personal Specification**

**Essential**

* Genuine interest to work with a leading claimant law firm and passionate about providing access to justice to all
* At least 2 years’ experience (or equivalent) of working in civil litigation costs recovery
* Knowledge of funding agreements and associated rules and case law
* Experience of drafting bills and dealing with negotiations, costs proceedings and costs advocacy, with minimal supervision
* Up to date knowledge of Costs Assessment Guidance, Civil Procedure Rules (CPR) and legislation
* Excellent negotiation and influencing skills
* Excellent analytical skills and attention to detail
* Excellent communication skills (verbal and written)
* Professional approach, able to deal with fee-earners, clients, other professionals and court services
* Can work both independently, and as part of a team
* Ability to prioritise and manage multiple cases to strict deadlines
* Experienced user of IT packages (e.g. Costsmaster, Outlook, Word and Excel)

**Desirable**

* Knowledge of Legal Aid Costs/Claims
* Experience of using case management systems
* Experience of handling own costs caseloads from start to finish
* Experience of working in house within a law firm
* Professionally qualified or working towards a qualification e.g., Costs Lawyer, Solicitor or Legal Executive