Job description
Costs Draftsman

Reporting to: Finance Manager

Objective of the role

To act as a Costs Draftsman for the firm by drafting bills/claims accurately, ensuring maximum recovery of fees and to provide support to the Billing Team and fee earners where required.

Key responsibilities

Inter Partes
• Drafting Bills of costs - including completed N252
• Drafting Costs Budgets
• Drafting Schedules of costs
• Preparing Statements of costs
• Preparation of Costs estimates
• Preparation of Points of Dispute and Replies
• Negotiating Settlement of Costs
• Request for default costs certificates
• Request for provisional assessment

Civil Legal Aid
• CLAIM1/CLAIM1As and CLAIM2 forms
• CCMS Billing
• Bills of costs for Court assessment for payment by the LAA
• Bills of costs to be recovered from a paying/losing party and the LAA
• High cost case plans - Fully Costed and Events Based
• Legal Help claims and Escape Fee Claims
• Appeals against LAA assessments and rejections
• Representation at court for review and assessment hearings
• Post assessment certificates, claims and EX80 forms

Criminal Legal Aid
• Ex-post facto claims
• Fixed fee claims
• Non-standard fee magistrates’ court claims (CRM7)
• Defendant Costs Orders
• Preparation of representations/appeals against assessments
• Wasted Costs Application

Training & support for fee earners
• Advising fee earners
• Create and maintain a library of costs laws and procedures and alert fee earners and the team to changes impacting on their work.
• Assist with creating and maintaining training and guidance materials
Other
- Achieving agreed monthly profit costs target
- Cradle to Grave Service on selected cases
- Provide regular updates to fee earners on their Cradle to Grave cases
- Preparing Bundle in support of Bills/Claims
- Maintain efficient and effective filing system
- Deal with queries from fee earners regarding funding and costs
- Troubleshooting

Person specification

Experience and education
- Must have at least three year’s costs drafting experience within a law firm or specialist costs drafting company
- Understanding and knowledge of Solicitor’s Accounts Rules
- Strong understanding of CPR and Case Law
- Understanding and knowledge of LAA and other public funding methodologies
- Understanding and knowledge of CFAs
- Ideally a Member of the ACL

Skills and abilities
- Confident, with good influencing and negotiating skills
- Ability to work effectively and respond well under pressure
- Organised and efficient
- Ability to use own initiative
- Strong communication and customer service skills
- Excellent attention to detail and numeracy
- Ability to manage own caseload and self motivate
- Strong IT skills

Personal qualities and attributes
- Friendly and approachable with a professional manner
- Flexible, co-operative and supportive team player
- Enthusiastic and confident and able to work with a wide range of people