

Job description

Job Title: Costs Draftsman
Department: Finance

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

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

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

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
- Undertake monthly billing meetings with the Medical and Employment teams

Supervision

- Assist fee earners development
- Review costs work to ensure it is up to the Bindmans standard
- Maintain and keep an up to date tracker in relation to cost work
- Allocate all cost work and outsource work if required
- To manage the communication in respect of costs work and case progression with the firm

Other

- Develop a service level agreement in respect of in-house cost work and ensure that the agreement is adhered to
- Assist with the preparation of monthly schedules for Grenfell
- Preparation of Deputy matters and the final bills
- 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
- Maintaining a library of cost law and keep it up to date

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 teamplayer
- Enthusiastic and confident and able to work with a wide range of people