

JOB DESCRIPTION

Job Title: Costs Manager

Department: Clinical Negligence and Personal Injury

Reports to: Neil Fearn

Job Summary:

We are looking for a Costs Draftsman/technician to join our acclaimed Clinical Negligence, Product Liability and Personal Injury teams with a view to enhancing the high-quality service we provide to our clients.

The candidate will provide support and assistance to the Injury Department in all areas relating to legal costs, including the provision of training on issues relating to time recording and budget management, preparing schedules of costs as required at various stages in the litigation and by way of providing instructions to our costs draftsmen who currently manage the post settlement process.

Key tasks and accountabilities, to:

- Check and provide input on all Budgets, Bills of Costs, Schedules of Costs, Points of Dispute, Replies, internal assessments, provisional and detailed assessments.
- Provide training and updates to the Fee Earners on all issues related to legal costs.
- Support Fee Earners in managing their cases within the phase limits of the costs budget approved by the court and monitoring the costs and disbursements incurred in that context. Where necessary instigating and supporting an application for amendment to or increase of the budget.
- Complete post settlement work to include ensuring that interim payments for costs are obtained at the highest level and as quickly as possible, checking bills received, considering time crucial submission dates, and completing EX80's (assessment certificates)
- Complete POA1'S, Claim 1s and 2's as well as CCMS applications for payment by The Legal Aid Agency.
- Appeal LAA costs assessments as required
- Assist in drafting High Costs Case Plans for submission to the Legal Aid Agency
- Liaise with and advise Fee Earners and support staff in relation to a variety of legal costs matters with the overall objective of ensuring that the Firm maximises the recovery of costs in a compliant manner.

- Draft estimates of costs to accompany Directions Questionnaires and Pre-Trial Checklists
- Draft statements of costs (N260's) for summary assessment.
- Understand and calculate the Firm's entitlement to costs on the standard and indemnity basis and as a result of non acceptance and/or beating by either the C or D of a Part 36 offer. Advise Fee Earners on their entitlement, provide instructions to the costs team and ensure that the recovery of our WIP, Success Fees, ATE premiums and disbursements is maximised.
- Have practical knowledge of Portal and Fixed costs regimes
- Provide advice to Fee Earners on costs matters whilst displaying an understanding of the costs law applicable.
- Provide advice to the Fee Earners and the Management to ensure that Retainers and CFAs are compliant and enforceable and all processes are operated to ensure that costs are maximised (in a compliant fashion).
- Successfully manage own case load and provide a "cradle to grave" cost support service whilst maintaining and supplying relevant and accurate MI to the Management Team.
- Understand and utilise case management software and time recording
- Provide quality work efficiently whilst ensuring SLAs and court deadlines are met.
- Work closely with the key relevant management functions: Operations, Accounts and Partners.
- Undertaking other duties reasonably required by partners or senior management.

Person Specification:

- Excellent communication skills.
- Excellent typing/transcribing abilities
- Willing to go above & beyond
- Strong organisation skills
- Professional attitude
- The ability to work as part of a collective team