



In House Costs Draftsperson

Job description

Lawstop is seeking a numerate individual with experience of working in a legal costs role to join us as In House Costs Draftsperson and to carry out accurate and efficient billing for our busy team.

The successful candidate will be very organised, will have excellent attention to detail and a good knowledge of legal aid. You will also be proficient in the use of case management systems and Microsoft Office applications. A self-starter and results-driven individual, you will be innovative in your approach to billing systems in order to achieve efficient results.

- Preparing and processing Legal Aid Claims and inter partes bills
- Ability to draft High Cost Case Plans an advantage.
- Complete post–assessment work
- Liaise and advise fee earners and support staff in relation to the variety of legal costs matters
- Corresponding with third parties – experts, counsel etc.
- Uploading claims to the Legal Aid Agency,
- Implementing any recommendations made by the Director following monthly reviews ensuring that these are dealt with promptly
- Ensuring compliance with bill/case management system.

Key Skills Required

- Demonstrate a clear understanding of Civil Legal Aid Billing
- A strong academic background
- Legal experience as a Costs Draftsmen & or a Costs Lawyer
- Clear understanding and application of the Legal Aid Agency rules relating to costs
- Minimum of 2 years' experience in drafting legal aid bills
- Excellent communications skills
- Excellent analytical and organisational skills
- Self-motivated, able to work with little supervision and professional
- Excellent IT Skills -familiar with Microsoft Office applications and Leap and document management skills

Equal Opportunities

Lawstop is committed to providing equal opportunities for all. We welcome applications from everyone including of any age, ethnicity, religion, sex, sexual orientation, gender identity, nationality, neurodiversity, disability, or with parental or caring responsibilities. We also offer flexible working hours.

During the application process, all applicants have the opportunity to tell us about any adjustments or support they require so they are able to perform at their best. Any information you share with us during the application process is treated in confidence.

The recruitment process will fully comply with GDPR and other applicable laws