



Initiatives in Housing, Community Care, Education and Public Law

Legal Aid Administrator – Brighton

Lawstop seeks an individual to assist with our legal aid costing process. You will deal with many aspects of legal aid administration, including preparing legal helps for closure, uploading documents to CCMS and our case management system, contacting fee earners for information, and liaising with chambers, experts, other professionals for updates on matters. The successful candidate will also undertake other administrative duties to support the firm.

Knowledge of legal aid and CCMS is very desirable; however, training will be given. The role is full time and based in Brighton, but consideration will be given to remote working if candidate is experienced.

Salary is £20195 per annum.

Please provide CV and covering letter to Mary Bennett at maryb@lawstop.co.uk.

Closing date is 28 February 2022 however interviews will be offered to suitable candidates before this date.

Lawstop adheres to a strong Equal Opportunities and Diversity Policy and is committed to equality for all people regardless of race, ethnic origin, sex, marital status, sexuality, age or disability.