

The Shelter logo consists of the word "Shelter" in a white, sans-serif font, centered within a solid red square.

National Legal Costs Manager
£31,297 pa plus excellent benefits
Manchester

Closing date: Friday 1 March 2019 at 11.30pm

Do you have a thorough knowledge of bill drafting, legal aid costs regulations and billing processes and in-depth experience in legal costs management, preferably across multiple-sites? Then join Shelter as **National Legal Costs Manager** and you could soon be responsible for ensuring our Legal Costs team provide a highly efficient and effective legal billing service.

Housing has become a national emergency that affects all of us. At Shelter, we believe a safe home isn't just a fundamental need - it should be a right. That's why, more than ever, this year and beyond we are leading the way to a safe home. We're going to rally the country to join us on our mission to rise up, speak with a united voice, pick up the pieces and fix the underlying problem. Will you join our Legal Costs team and help us?

About the Role

Shelter Legal Services provide complex advice, advocacy and representation to some of the most vulnerable families. Your challenge will be to lead the Manchester based team of costs clerks to ensure full and speedy recovery and reporting of costs due, as well as future profitability. Day-to-day, we'll rely on you to line manage the Legal Costs Team to produce detailed bills and manage a full caseload of inter partes and legal aid billing. Maintaining your own caseload, drafting bills for submission to the LAA and opponents at the end of cases and providing support, guidance and training to your team – all are part and parcel of this interesting and varied role.

About you

To succeed, you'll need a proven ability to manage legal financial records, including income and expenditure accounts, projection of income and expenditure and variance reports. We'll also be looking for experience of legal aid compliance and billing, including a track record of successful audits. Advanced knowledge of Microsoft Office Word and Excel and legal software is important too, as is proficiency using PowerPoint. Well-organised, results-driven and commercially aware, you have a collaborative, customer-focused approach and excellent leadership, communication and influencing skills,

Benefits include 30 days' annual leave, the possibility of flexible working, enhanced family friendly policies and significant opportunities for learning and development.

Shelter helps millions of people every year struggling with bad housing or homelessness through our advice, support and legal services. And we campaign to make sure that, one day, no one will have to turn to us for help. We're here so no-one has to fight bad housing or homelessness on their own.

Safeguarding is everyone's business. Shelter is committed to protecting the health, wellbeing and human rights of those we support, and enabling them to live free from harm, abuse and neglect. All our staff will be expected to observe professional standards of behaviour and conduct their work in line with our Safeguarding Policies.

For further information about the role and the benefits of working for Shelter please visit our website via the link below:

https://my.corehr.com/pls/shlrecruit/erq_jobspec_version_4.display_form?p_company=1&p_internal_ext_ernal=E&p_display_in_irish=N&p_process_type=&p_applicant_no=&p_form_profile_detail=&p_display_apply_ind=Y&p_refresh_search=Y&p_recruitment_id=023119

At Shelter, we welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation. We are facing diverse problems, so need diverse people to tackle them.

Shelter does not accept unsolicited CVs from external recruitment agencies nor accept the fees associated with them.

