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**AN OPPORTUNITY TO JOIN OUR COSTING TEAM**

DPG is a legal aid firm known for high profile civil liberties & human rights litigation. We do cases that we think matter and which make a difference either to groups or individuals. We have a friendly team of staff committed to the work we do and to making the firm a great place to work.

We are keen to continue to improve and are looking for someone to join our team, who will help us to do this, who is committed to our [values & our aims](https://dpglaw.co.uk/wp-content/uploads/2019/08/OUR-VALUES-AND-CULTURE.pdf). This is a challenging and rewarding role with the opportunity to develop with the firm and make a difference. Although the post is full time, we would consider part time or flexible working applications.

We are committed to making DPG a great place to work and aim to retain our staff. This is a central value for us. We want to employ the best people we can, and therefore positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Likewise we are keen to encourage applications from disabled people, including using positive action measures provided for under the Equality Act 2010. If you think you may need reasonable adjustments and would like to discuss this before applying, you can speak confidentially to Louise Whitfield, a partner here who is not involved in this recruitment process; you can contact her directly at lwhitfield@dpglaw.co.uk. We will also guarantee an interview to any disabled candidate who meets the essential criteria – please complete the relevant section of the diversity questionnaire when applying. Unfortunately our current London offices are not wheelchair accessible.

 **THE POST: Trainee Costs Clerk Job Reference: 2019/07CRCC**

Central to our strategy is our ability to be paid for the work we do. We have a friendly and much valued team assisting on costing issues, and we are expanding this to employ someone who can be trained as a cost clerk to assist in this vital work. The work would be primarily to assist on legal aid billing, dealing with queries and electronic archiving of files. You would be trained and working with two other more experienced costing staff. The role would be in our London Bridge office working alongside our friendly practice team. We would consider applications from people who want to do flexible working / part time working.

**Salary**: at least £23,000 but more for someone with experience.

**Person specifications**

**Essential:**

* An enthusiasm for numbers and a high level of accuracy when dealing with figures.
* Excellent organisational skills.
* Good levels of computer literacy and an enthusiasm to develop IT skills to meet the costing role including basic skills within Microsoft Excel
* An interest and enthusiasm for billing and costing work
* A commitment to the ethos of the firm.

**Advantageous but not essential**

* Experience working in an accounting based job
* Experience working in a solicitors firm
* Experience of Legal Aid Agency Commission rules and procedures for billing and costing of publicly funded files.
* Experience of court rules and procedures for assessment of bills on an inter partes and legal aid only basis.
* Experience of using CCMS billing

**How to apply**

Please complete all parts of the application form below and return to us by

**Email:** recruitment@dpglaw.co.uk

or

**Post:** Deighton Pierce Glynn, Att. Joel Nicholls, 8 Union Street, London SE1 1SZ

Please quote the job reference **2019/07CRCC** in the subject line of your email.

**Closing date:** 8am on 10th September 2019

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited to attend a skills test and interview in the week commencing 16th September 2019

**APPLICATION FORM**

**PLEASE RETURN BY –8am on 10 September 2019 to** DPG Recruitment - recruitment@dpglaw.co.uk

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| --- | --- | --- | --- |
| **Position applied for:** |   | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

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| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**Education/training – please put which school / college / other institution you attended**

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| **Secondary education:** | **Qualifications & grade:** |
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| **Higher education:** | **Date completed:** | **Qualifications & grade:** |
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| **Vocational Training:** | **Date completed:** | **Qualifications & grade:** |
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| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** |
|     |
| **Are you undertaking any course of study at present? (if so, please give details)** |
|     |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
|     |

**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**WHY YOU FULFIL THE CRITERIA**

**Please answer each section with no more than 100 words.**

**Please say why you think you satisfy each of the criteria below in turn, giving examples where possible. Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.**

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| * An enthusiasm for numbers and a high level of accuracy when dealing with figures
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| * Excellent organisational skills
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| * Good levels of computer literacy and an enthusiasm to develop IT skills to meet the costing role including basic skills within Microsoft Excel
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| * An interest and enthusiasm for billing and costing work
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| * A commitment to the ethos of the firm
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**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING*

**Equal Opportunities Monitoring Form**

Please complete the form online by clicking [here](https://forms.gle/pUE1EDse4FGUCXHD9).

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Telephone number:** |   |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer. References for shortlisted candidates will be taken up before interviews unless you request otherwise.

|  |  |
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| **1. Name:** | **2. Name:** |
|   |   |
| **Address:** | **Address:** |
|     |   |
| **Telephone number:** | **Telephone number:** |
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| **Email:** | **Email:** |
|   |   |
| **Occupation:** | **Occupation:** |
|   |   |
| **Time known:** | **Time known:** |
|   |   |
| **May references be taken up before interview?**YES/NO | **May references be taken up before interview?**YES/NO |

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| **Other details** |
| What is the notice required in your present post?  |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit.  |  |
| Where did you see the advertisement for the post? |  |

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| **Disabilities** |
| **Do you require any special arrangements to be made for your interview on account of a disability?** Please note that this information will not be shared with staff involved in the shortlisting process | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:  |
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| **Convictions**Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: |
|  |
| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct.**I can confirm that I have completed the Equal Opportunity Form online and have provided the confirmation code on this form.** **Signature (or type your name here):****Date:** Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. |