**JOB DESCRIPTION**

**Junior Cost Clerk**

**1. Role**

Assist in the smooth running of the firm by attending to the various costing procedures arising from the work of the firm and its internal operation.

**2. Duties and Responsibilities** (not an exhaustive list)

* Processing files for billing including sending files to external costs drafter where appropriate.
* Sending bills to paying party and following through assessment procedure to payment, liaising as appropriate with fee-earner and costs drafter.
* Negotiating costs with paying party where appropriate and as instructed by fee-earner and/or costs drafter.
* Liaising with counsel and counsel’s clerks, experts and other suppliers in relation to their fees.
* Preparation of legal aid bills.
* Monitoring performance of costs drafters in relation to turnaround times and work produced.
* Maintaining up to date excel spreadsheet of billing information.
* Ensuring prompt payment of finalised bills where payment is due from opponent.
* Undertake other clerical and administrative duties in relation to costs as may reasonably be required from time to time.
* Liaising with other costs and accounting staff as appropriate.
* Assisting with the archiving and closing of files.

**3. To Whom Responsible**

You are responsible to our Costs Clerk and the Office Manager.