

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.
- Preparation of EC CLAIM1's and CLAIM1's and CLAIM2's where appropriate.
- Monitoring performance of costs drafters in relation to turnaround times and work produced.
- Maintaining up to date excel spreadsheet of billing information.
- Paying invoices
- Liaising with other costs and accounting staff and lawyers as appropriate.
- General administration of documents – filing, scanning and archiving.
- Helping fee earners with ad-hoc billing tasks as required
- Liaising with the LAA
- Assisting with the annual LAA audit
- Assisting with the archiving and closing of files.
- With the rest of the team help to develop internal billing systems and provide internal training when required

3. To Whom Responsible

You are responsible to the Managing Partner Polly Glynn.