**JOB DESCRIPTION**

# Title: Junior Costs Clerk

**A. Role:**

 To work in the Costs team assisting the Billing Lead by providing support to both legal aid and inter partes costing

**B. Duties and Responsibilities – Costs**

You will be based in the super friendly finance team and will work with them in a wide variety of tasks to ensure the firms finances remain sustainable. You will be trained on all duties and given more when confident and able.

Your duties will include:

* Legal aid billing
	+ Exceptional funding
	+ Certificated funding
	+ Legal help
* Managing own tasks set within deadlines and provide feedback on outcome / progress.
* Submitting case outcomes on CCMS
* Drafting case narratives for billing submissions
* Liaising with counsel and counsel’s clerks, experts and other suppliers in relation to their fees.
* Processing files for billing as well as liaising with Costs Drafters when they require further documents for the preparation of a Bill of Costs.
* Using the firm’s case management system (SOS Connect) to look up and input client costs details on the database when billing.
* Drafting appeals and engaging with the LAA around bill assessments and amendments
* Attend costs/management training where necessary to help continue to develop relevant skills
* Ensuring any tasks following billing meetings are dealt with promptly to include any troubleshooting
* Advising fee earners with queries that arise
* Ad hoc tasks where required

**C. General**

* To attend staff meetings and external meetings and seminars when necessary
* Providing cover to colleagues as necessary
* Compliance with the firm’s equal opportunities policy
* Complying with agreed office procedures as described in the Office Manual.
* Working with the partners and support staff to ensure that the office is run smoothly and efficiently
* Dealing appropriately with the money of the firm, its clients, and the Legal Aid Fund.

**D. Standard of Performance:**

* You are expected to learn the firm’s procedures and perform them competently and reliably.
* You are expected to act in accordance with DPG values of Respect, Fairness and Openness and Integrity and Honesty in dealings with all callers in person and by phone and with colleagues
* You are expected to pass messages on promptly and to consult with one or other of the partners if an urgent message is not going to be acted upon.
* You are expected to assist with the administrative tasks of the firm to ensure that the firm runs smoothly and that a service of a high standard is provided to clients and all with whom the firm has contact.
* You are expected to learn the firm’s systems and build knowledge in legal aid costing rules, billing preparation and CostsMaster

**D. To whom responsible:**

 You are responsible to the Billing Lead, Minouche Tas under the supervision of the Finance Partner Hasan Khalifah

**E. Outline Terms and Conditions of Employment:**

Hours of work: 9.30am to 5.30pm, Monday-Friday, with an unpaid lunch break of one hour.

**F. Benefits**