



**Job Title: Costs Draftsperson**

**Hours: Full Time – 35 hrs**

**Salary: £25k - £35k**

**Location: Manchester, London & Bristol**

Civil and Commercial Costs Lawyers Ltd are a Chambers and Partners ranked legal costs consultancy firm. We are one of the largest costs consultancies in the UK with offices in Manchester, Liverpool, London and Bristol, acting in all areas of costs law including catastrophic personal injury, commercial litigation, clinical negligence and court of protection.

We are currently looking for an experienced Costs Draftsperson to join established teams in Manchester and Bristol, other locations possible for the right candidate.

The successful candidate will be responsible for:

- Providing dedicated costs support to all clients.
- Preparing and submitting claims for costs for assessment.
- Negotiating successful settlement

**Key Tasks**

1. Preparing Costs Budgets and Discussion Reports
2. Drafting Bills for assessment by the court.
3. Preparing Costs Estimates and Schedules.
4. Liaising and advising clients in regard to their cost claims.
5. Drafting Points of Dispute and Replies to Points of Dispute.
6. Negotiating successful settlement of costs.
7. Undertaking other duties reasonably required by directors or senior management.

**Essential Skills**

- Minimum of 2 years' experience in a legal costs role.
- Management of own case load from instruction to settlement.
- Experience preparing schedules, budgets, and bills of costs.
- Experience drafting points of dispute and replies to points of dispute.
- Have proven IT skills and ability to adapt to new technology.
- Up to date knowledge of CPR and legislation

**Desirable Skills**

- Educated to degree standard
- Previous experience using Costs Master
- Attendance at costs hearings
- Ability to prepare applications and witness statements

**Personal Attributes**

- Fluent in English (written and spoken).
- Self-motivation to work independently and as part of a team with a 'can do' attitude.
- Good interpersonal skills.
- A positive approach to working under pressure in a busy environment.
- Methodical approach to tasks and problem solving.
- Able to demonstrate strong administrative and organisational skills.
- Excellent communication skills including oral and written presentation skills.
- Comfortable with IT packages such as Word, Excel and Outlook.