

<https://giaconsultancy.co.uk/job/senior-costs-draftsman/>

Senior Law Costs Draftsman

Description

My Manchester city centre client is seeking an experienced Law Costs Draftsman to join their team.

Responsibilities

The successful candidate will be experienced with likely a minimum of 3 years working in a similar Costs role. Duties include:

- Drafting larger bills and budgets
- Drafting replies and points of dispute
- Negotiating of Costs to settlement
- Drafting of budgets and associated documentation
- Liaising with and reporting to Solicitor Clients
- Regularly updating Clients to ensure the continuous workflow and maintain communication
- Maintaining up to date knowledge of regulatory changes and researching to ensure most up to date information is utilised.

Qualifications

The successful Costs Draftsman will have proven knowledge and experience and be able to demonstrate their ability to:

- Draft bills on multi-track matters, predominantly on Personal Injury cases
- Experience of cost budgeting
- Previous advocacy experience would be desirable but not essential
- Knowledge and experience of Fixed Costs arguments would be a distinct advantage

Essentially the successful candidate will have a keen eye for detail, excellent organisational skills and experience of running a busy caseload whilst working to deadlines at all times.

Job Benefits

In return, the successful candidate will enjoy a competitive salary, upwards of £32,000 plus a range of benefits, ongoing development and excellent working conditions.

Contacts

Joanne Watkinson, Director.

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Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester

Working Hours

Full Time

Base Salary

£ 32000 - £ 34000

Date posted

April 15, 2021

Valid through

31.05.2021