**Costs Draftsperson**

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| Department  | Costs |
| Reporting to  | Head of Department  |
| Job Description Updated | October 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,500 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**Role**

We are currently looking for a Cost Draftsperson to join our established costs department of 40 plus.

This position will be to support other senior case handlers with their drafting requirements, working in an assisting capacity.

The ideal candidate will possess 2 to 10 years’ experience working either in-house or for an external supplier of costs drafting services. They will have experience of preparing formal bills and supplementary documents for detailed assessment on fast track & multi track cases.

This is an exciting opportunity for a Draftsperson to work with a thriving in house team, in the personal injury and clinical negligence field.

The role also offers excellent career development prospects for the right candidate, as the firm offers training contracts or support through the ACL qualification, for those candidates who prove themselves.

**Responsibilities**

* Reporting to the Dept Head and Line Manager
* Working to WIP target
* Drafting work to estimated completion dates set by supervisor.
* Drafting formal bills for inter partes detailed assessment.
* Drafting N260 statements of costs
* Preparing risk assessments
* Preparing Part 8 proceedings for issue
* Investigating all disbursement liabilities
* Accurately reviewing the client ledger and accounts information
* Completing Work Check lists
* Preparing Precedent S and Q documents
* Commencing Detailed Assessment proceedings on approved work

**Person specification**

* 2 to 10 year’s drafting experience in the claimant personal injury sector.
* Completion of a legal qualification (LLB, GDL, LPC) desirable
* Excellent written and oral communication skills
* Drafting skills associated with completing Precedent H, R and Q and finalising formal bills in Multi Track and budgeted cases.
* Experience of working to target
* You will have a flexible approach and be able to respond to rapid changes in working schedules and priorities. For this you will need to be organised and able to communicate clearly with people at all levels.
* Applicants should be committed and hardworking individuals who enjoy operating in a pressurised and highly motivated team environment. You will be able to demonstrate the ability to work on your own initiative with the minimum of supervision.
* Knowledge of time recording procedures
* Working knowledge of the Civil Procedures Rules and Detailed Assessment process.
* Analytical skills and attention to detail are essential.
* Consistently produce work which is accurate and well-presented.
* The role involves the use of IT systems and therefore computer literacy, including a working knowledge of Microsoft Office packages is essential.
* Experience of using Proclaim Case Management System and Costs Master software is essential.
* Experience of working in-house.

**Salary, Hours & Benefits**

* Salary is £30,000 to £50,000 dependent on experience.
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to recruitment@expresssolicitors.co.uk or visit our careers page on [www.expresssolicitors.co.uk/careers](http://www.expresssolicitors.co.uk/careers)

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)