**Law Graduates**

**About You**

* Are you a Law Graduate?
* Are you interested in a finance related legal area?
* Love to dig into numbers, whilst also enjoy writing?
* Analytical with a methodical attention to detail?

Then our Costs Litigation Assistant role is the entry level role for your new Law Costs career, where you can progress towards a training contract and qualification.

Don't worry, you don't need experience, we provide a full training structure, with weekly sessions for the first 5 weeks and then monthly sessions. These sessions include workshops, webinars, and mock hearings.

We have a supporting environment; you’ll have a work buddy and weekly supervisor meetings to guide you. We’re all about helping you succeed and offering multiple growth opportunities. It’s an incredible first step towards an amazing career.

**The role**

We are looking for people who are excellent communicators, analytical and most importantly have a methodical attention to detail.

You will help draft bills of costs, calculate the different costs involved in a case. You will also liaise with 3rd parties regarding final fees, fee estimations and payments.

We have a cohort of Costs Litigation Assistants starting on **20th January 2025**. If you are available to start full time from then, we would love to hear from you.

**About Us**

Express Solicitors are currently ranked 70 out of more than 10,000 law firms in the UK and ranked in the top ten for the Best Law Firm to work for in the UK by Best Companies. We have a 5-star ranking with Trust Pilot from over 6,000 reviews, which, coming from our clients, means a lot to us.

**Things you want to know**

* **Salary –** £25,750 + £200 monthly commission!
* **Working Hours -** 8:30am to 5:30pm Monday - Thursday with a 5pm finish on Friday (39.5 hours).
* **Hybrid Working –** 1 day working from home after probation.
* **Holidays** - 23 days of holiday a year, rising to 26 days + a day off for your birthday after two years of service.
* **Benefits** - Brand new office space including onsite free gym, company sports teams, Employee Assistance Programme and budget for regular team events.

**What to do next**

Click the apply button!

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 <https://www.expresssolicitors.co.uk/staff>