**Experienced Costs Litigation Executive (Case Handler/ Negotiator)**

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| Department | Costs |
| Reporting to | Costs Partner |
| 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 an experienced Costs Lawyer. The role will be dealing with a mixture of Personal Injury and Clinical Negligence cost matters, of both fast track and multi-track values.

The ideal candidate will possess 12 months to five years’ experience working either in-house or for an external supplier of costs drafting services. They will handle their own caseload cradle to grave and therefore must be comfortable with all aspects of Costs work, including budgeting. There is a particular need for confident negotiators and candidates with experience in handling their own CCMC’s. We are looking for people who are confident in dealing with opposing cost teams and who have a good solid grounding in cost law to deal with any disputes raised effectively. Ideally you will also be used to and comfortable working to targets.

This is an exciting opportunity with excellent career development prospects for the right candidate, as the firm offers training contracts or support through the ACL qualification, for those who prove themselves.

**Responsibilities**

* Handling own caseload of cradle to grave cost matters
* Negotiating settlement of costs in litigated and non-litigated claimant personal injury cases
* Advising fee earners regarding costs disputes and assisting with their own negotiations
* Preparation of summary assessment schedules, breakdowns of costs at case conclusion and formal bills where detailed assessment or Part 8 proceedings are required.
* Drafting replies to Points of Dispute
* Drafting Budgets
* Advocacy / attending CCMC’s.
* Budget Revision Work
* Supporting more junior team members

**Person specification**

* 12 months to five year’s fast/multi track personal injury claimant costs experience.
* Completion of a legal qualification (LLB, GDL, LPC) is desirable.
* Excellent written and oral communication skills.
* Drafting skills associated with completing Precedent H, R and Q and finalising formal bills.
* Experience of attending CCMC on behalf of the Claimant.
* Experience of holding budget discussions.
* 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. Candidate must consistently produce work which is highly 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 advantageous.
* Prior experience of working in-house is beneficial.

**Salary, Hours & Benefits**

* The starting salary is £30,000 – £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](mailto:recruitment@expresssolicitors.co.uk) our visit or 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 & Technical 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)