

## **LAW COSTS DRAFTSPERSON**

### **FAMILY DEPARTMENT - NOTTINGHAM**

#### **Job Specification:**

- Costing and billing of legal aid files to include legal helps, payments on account and final bills.
- Fully conversant with CCMS and legal aid systems
- All aspects of cost recovery including legal aid appeals
- Preparing, negotiating and agreeing high cost case plans
- Understanding and adherence to Legal Aid KPI's
- Working closely with caseworkers
- Ensuring compliance with Legal Aid rules and internal systems
- Experience using DPS and Cost Master preferable

#### **Personal Specification:**

**Skills:** Good oral and written communication skills  
Competent drafting all types of bills and costs  
Competent negotiating skills

**Knowledge:** Understanding of rules relating to assessment and recovery of solicitors costs  
Basic Accounting Principles

#### **To apply:**

Please send your CV and covering letter to [Jayne.Sheehan@Bhatiabest.co.uk](mailto:Jayne.Sheehan@Bhatiabest.co.uk)

Salary dependant on experience – please state current salary/salary expectations in your covering letter.