

Costs officer

Job description

Legal Aid:

- Billing of High Cost Case Plans
- Appeals against LAA assessments and rejections
- Assisting the with LAA contract returns and claims on certificated cases as required
- Liaising and negotiating with counsel regarding fees
- Escape fee claims
- Exceptional funding claims
- Reporting to the LAA on conclusion of cases

Inter Partes:

- Drafting schedules of costs
- Liaising with the firm's external costs lawyers and dealing with case Costs recovery process

General:

- Maintaining an accurate record of the status of files in the costs recovery process
- Preparing internal bills of costs as required
- Preparing files for submission to the firm's external costs lawyers
- Providing regular updates to colleagues
- Answering queries arising from SAR and LAA audits
- Assisting with induction and training of staff