

Bhatt Murphy Solicitors

Costs Officer – Publicly Funded Costs

Dalston, London (Hybrid Working Available)

Bhatt Murphy is seeking a costs officer to join our finance team. Candidates will ideally have some experience of civil legal aid billing, but we will consider applications from numerate details-oriented individuals with other relevant experience.

Bhatt Murphy has increased in size in recent years, and our finance team is essential in ensuring the continued success of the firm. The successful candidate will have the opportunity to help shape the structure of the team and we would love to hear from applicants with an interest in creating new systems and improving efficiency.

Remuneration will be dependent on experience and will reflect the specialist knowledge and/or skills that the successful candidate will bring to the post.

We envisage this being a full-time position, but we will consider applications from candidates seeking to work part-time.

The Role

Responsibilities will include:

Legal Aid Agency costs recovery:

- Preparation and submission of controlled work claims (legal help)
- Preparation and submission of publicly funded claims
- Reporting of Outcome submissions to the Legal Aid Agency
- Uploading supporting documentation and managing claim submissions
- Preparing appeals against Legal Aid Agency assessments
- Ensuring compliance with file management and internal processes

General duties:

- Maintaining an accurate record of the status of files in the costs recovery process
- Preparing internal bills of costs
- Preparing files for submission to the firm's external costs lawyers
- Providing regular updates to colleagues
- Assisting with queries arising from Solicitors Accounts Rules and Legal Aid Agency audits
- Assisting with induction and training of staff

About You

Candidates will be able to demonstrate some or all of the following skills and experience:

Desirable:

- Previous experience of drafting controlled work and/or publicly funded claims
- Previous experience within a legal costs environment
- Knowledge of LAA costs guidance

Essential:

- Excellent attention to detail

- Organised and methodical approach to work
- Good numeracy skills
- Strong IT skills
- The ability to work pro-actively and independently
- Empathy with the firm's ethos

About Bhatt Murphy

Bhatt Murphy was established in 1998 by a group of lawyers who share a commitment to the protection of civil liberties.

We provide specialist representation to members of the public who seek accountability from public authorities. Our clients bring cases against the police, the immigration authorities, mental health providers, social services and the criminal justice agencies. We have been involved in many high-profile cases since the firm was first established 28 years ago, including landmark challenges which have resulted in positive change for some of the most marginalised and vulnerable in society.

We are a friendly team, and it is important to us that our employees enjoy their work and know that their contribution is valued. We try to ensure that our staff are listened to and have opportunities to progress within the firm. We have lots of social events throughout the year and we are committed to looking after the mental health of our staff, from keeping our kitchen stocked with fruit to offering access to targeted wellbeing support.

Bhatt Murphy is an equal opportunities employer. We aim to have a workforce that is representative of the clients we serve and the area in which our firm is based. We strongly encourage applications from members of groups who are under-represented within our firm and in the broader legal profession.

How to apply

Applications should be made by sending a copy of your CV and a covering letter of no more than 750 words explaining why you believe you are the right person for the job to jobs@bhattmurphy.co.uk. The closing date for applications is 5.00 pm on **Friday 31 July 2026** but this may be brought forward if we are able to recruit a suitable candidate before this deadline and you are encouraged to submit your application as soon as possible.