

Job Description

Job Title : Costs Draftsperson
Department : PI Costs
Reporting to : Head of Costs

Responsibilities & Duties

1. To assess the work done on files forwarded to the department
2. To provide feedback to the Managing Partner regarding the quality of file conduct and the recoverability / non-recoverability of costs within the claims
3. To prepare Bills of Costs, quasi Bills, Schedules and Estimates of Costs for negotiation or for the Court
4. To prepare Points of Dispute, Replies or other legal costs documents to assist recovery of costs
5. To negotiate recoverable costs and obtain the maximum return on the costs incurred
6. To record Schedule, Bill, negotiation and settlement information for the purpose of management reports
7. To ensure a fair apportionment of file holder fees across the case
8. To attend Court assessments when appropriate
9. To provide advices to file holders
10. To disseminate costs information
11. To achieve target income