



## Costs Draftsperson

We are looking for someone to join our in-house Family Legal Aid Billing Team, primarily responsible for the submission of both hourly rate and fixed fee claims via CCMS for all family work including Care proceedings, Other Public Law and Private law work. The role will also involve proactively supporting the fee earners and administration team with any Legal Aid funding queries, billing issues and to advise ad hoc on effective billing and time recording. Our aim is to add value to the billing process. The firm maintains a completely paperless environment so all cases and documentation is only available online.

There will also be an opportunity to assist our growing Court of Protection Department with their hourly rate and high-cost case billing.

### Job Description

- To undertake the efficient and accurate billing of Family Legal Aid Cases with liaison across all sites.
- To deal with the associated administration and assisting with the pursuit/collection of outstanding family fees, the provision of information in relation to the same delivering a high quality service to all contacts.
- To have and share knowledge of LAA guidelines and ensuring compliance with these guidelines within the Dept.
- To provide general assistance as needed to the Finance Manager.

### Responsibilities and duties:

Efficient and accurate family billing in agreed areas with liaison/co-ordination across all sites, particularly Graduated Fees, maximising claim levels and turnaround times

- Preparing fixed fee claims to be uploaded onto CCMS & dealing with subsequent queries, rejected claims and assisting with outstanding claims where required.
- Drafting exceptional Legal Aid bills to be assessed by the LAA or the Court.
- Drafting hourly rate VHCC case plans and Events Based case plans for Care proceedings.
- Preparing bundles to accompany bills
- Liaising with Counsel's Chambers and Experts to obtain any missing documentation or resolving queries.
- Appealing assessments and incorrect decisions.
- Advising colleagues of the most effective/efficient billing methods.
- Reviewing and working the family unbilled cases report, identifying and undertaking any work necessary to chase and bill the case wherever possible.
- Dealing with Costs Draftsmen requests for additional information to enable accurate billing.
- Assisting other members of the team in resolving payment/recoupment queries with the LAA.
- Noting incoming correspondence on cases and taking required action, i.e. composing and typing responses to queries raised, making telephone calls where required, etc.
- Dealing efficiently with enquiries from within the firm.
- The provision of cover where required and to act as a point of reference/ training for more junior members of the team.
- Provide input, feedback and solutions relating to improvement/ developments in service and generally assist other team members, with a view to future development.
- Any other task at the request of the management team.

Person Specification:

- A minimum of 2 years' experience in drafting Legal Aid Bills in Family matters. It would be an advantage to also have experience in Court of Protection and Crime billing across all elements.
- Previously worked with CostsMaster Software & Microsoft Office packages
- Knowledge of preparing claims for costs through the CCMS, the online Legal Aid Agency portal.
- Good computer literacy skills due to our paperless environment.
- Able to demonstrate the ability of working on your own initiative with minimal supervision.
- Ability to respond appropriately to rapid changes in working schedules and prioritise.
- Excellent communication skills with individuals of all levels.
- Must have knowledge and experience in dealing with accounts.
- Excellent time management and organisation skills.
- Good team work ethics.

This position is full-time; the working hours are Monday - Friday 9:00am to 5:00pm with 1 hour for lunch. Salary range is £25,000 to £30,000 per annum depending on experience. The candidate will be expected to undertake a mixture of remote working and working from their closest regional office.

Why work for RockMS?

We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:

- The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);
- Additional paid day off on your birthday.
- Ability to purchase a further 5 days of holiday each year.
- Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)
- Flexible working schemes available to all employees.
- Private medical health care with the option to add optical and dental care.
- Discounted gym memberships.
- Fresh fruit baskets in each office on a weekly basis.
- Cycle to work scheme.
- Unlimited access to online based training.
- Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.

Closing date: 29 July 2022 - We reserve the right to amend the closing date, or withdraw the advert without notice prior to the closing date.

COVID-19 considerations:

Full risk assessments have been undertaken.