

KINGSLEY NAPLEY

Job Description

Title:	Associate (Costs Lawyer) 3-6 PQE
Hours:	9.30am to 5.30pm, and as required (flexible applications considered)
Working week:	Monday to Friday
Department:	Costs
Purpose of job:	We are looking to recruit an Associate (Costs Lawyer) to join our team. You will be within with the Costs department in the provision of advice to the firm's internal practice areas. The candidate will work with the Clinical Negligence team, Dispute Resolution team and the Private Client team.

Responsibilities will include:

- To prepare all types of bills for detailed assessment both privately and publicly funded
 - Clinical Negligence
 - Dispute Resolution
- To prepare Points of Dispute and Replies
- To negotiate the settlement of costs and when settlement negotiations prove unsuccessful conduct detailed assessment hearings
- To complete matters upon settlement of costs to include where appropriate:
 - Accounting to previous firms of solicitors
 - Preparing client invoices
 - Reconciling ledger for file closing and reporting to conducting fee earner
- To assist in the preparation of Cost Budgets and attend CMC hearings
- To prepare cost schedules for summary assessment
- To prepare Estimates for Allocation and Listing Questionnaires (pre01/04/13 cases)
- To advise fee earners and assist with all costs related issues.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification Job Title: Associate (Costs Lawyer)

	<u>Essential</u>
Education/ Qualification:	• The individual must be a qualified Costs Lawyer • We would expect the successful candidate to have between 3-6 years of post-qualification experience representing clients in court, tribunals or other hearings or able to demonstrate the equivalent level of skills and desired competencies within a similar law practice
Knowledge and Technical Ability:	• Experience of commercial and medical negligence litigation • Experience of the Court of Protection is desired but not essential • Strong understanding of the precedent S e-bill and experience of drafting CPR 3 costs budgets and budget discussion reports • Knowledge of CPR • Produces legal advice for clients both verbally and in writing, in a professional, clear and straightforward manner. • Experience of working within a very busy environment where deadlines are clearly defined, demonstrating excellent time management skills • Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy • Ability to see issues from a commercial perspective • Continually develops own knowledge and keeps up to date with developments in the law; actively expanding and widening own expertise.
Client Care:	• Builds trust and rapport with clients and communicates effectively at all levels, both verbally and in writing • Strong organisational skills and ability to prioritise • Experience of working within a very busy environment where deadlines are clearly defined with excellent attention to detail • Ability to remain calm under pressure and in demanding situations • Ability to work in a proactive and collaborative manner • Excellent attention to detail
Firm Wide Skills:	• Strong IT skills including intermediate to advanced Excel skills • Good use of initiative and ability to multitask • An understanding of the importance of client confidentiality, information security and data protection and act accordingly
Attributes:	• Communicates clearly and professionally at all levels, both verbally and written • Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment • Contributes towards an inclusive and respectful team environment • Adopts a positive and open 'growth mindset' and embraces change • Commercial, pragmatic and committed • Has a positive, conscientious and pro-active approach.

All applicants who are offered permanent or long term employment will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because

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Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.