

Antony Hodari Solicitors has an opportunity for an experienced **Costs Draftsman** When you join us, you'll be part of a workforce that truly values each and every member of the team.

To be in with a chance of being the recipient of this excellent package, including a 6% employer pension contribution, flexible working arrangements and more, apply today.

Costs Draftsman

Manchester, or Liverpool – Hybrid working available; remote considered for the right candidate

- **Full time (with flexible start and finish times), permanent**
- **Salary £30,000 - £35,000 DOE + Bonus**

Please Note: Applicants must be authorised to work in the UK

Antony Hodari Solicitors has been delivering an industry leading service to clients throughout the UK for nearly 40 years. Specialising in housing litigation, we fight for tenants living in sub-standard accommodation to bring landlords to account. Client care is at the heart of everything we do, evidenced by our rating of 4.8 on Trustpilot and Reviews.io.

What's on offer at Antony Hodari Solicitors?

This is a fabulous opportunity to join a respected law firm and be a key player in a well-established and growing team.

As our new Costs Draftsman, you can also expect to receive the following:

- Salary competitive (Dependant on experience) + Bonus
- Flexible start and finish times
- Annual salary review
- 25 days plus bank holidays
- Day off on your birthday
- Pension scheme with 6% employer contribution
- Hybrid home/office working environment
- Training, development, and support
- Company sick pay
- City Centre location
- Casual dress
- Death in Service Benefit (Salary x 4)
- Subsidised Gym Membership
- Access to award winning Employee Assistance Programme

The Role:

To ensure we deliver the highest standards of client care we require a costs draftsman to ensure that our fee earners and solicitors are supported by costs schedules where required (EPA Cases) and also to ensure upon successful resolution of a case costs are recovered in an expedient manner for our civil Housing Disrepair Claims.

Key tasks (not an exhaustive list):

- To liaise with fee earners / solicitors re costs on cases they have concluded.
- Drafting of legal costs for court hearings relating to Statutory Nuisance claims under the Environmental Act 1990
- Drafting and negotiation of legal costs for Housing Disrepair and associated Breach of Contract claims
- Supervision of Junior costs paralegals who provide support for the in-house Costs Team.
- Some experience in enforcement of payment of legal costs and / or damages would be advantageous but is not essential.
- Carry out other duties, as and when required, to assist in the smooth running of the business.

The successful applicant:

Successful candidate will be a confident communicator with a high level of written and verbal skills and good attention to detail. You must be well organised and able to work in a busy environment with the ability to prioritise tasks and work to tight timescales.

Experience:

- Some legal costs drafting experience is required ideally circa 2 years +
- IT literate
- Good attention to detail
- Able to work at pace whilst minimising errors
- Previous use of Costs Management software (Costs Master is used)

If the above sounds like you, we would love to know even more about you – don't hesitate to apply!

How to apply for the role:

e-mail – hr@antonyhodari.co.uk