

Key information	
Job title	Junior Costs Draftsperson/Trainee Costs Lawyer
Department:	Disputes Group
Team:	Costs Team
Reports to:	Costs Lawyer
Hours:	9.30am to 5.30pm (flexibility will be required)

## Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. The litigation teams across the firm generate high quality legal costs work. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

**Forsters: Closer connections. Exceptional results.**



## What sort of work?

We have an exciting opportunity for a junior costs professional. The junior costs professional will be part of the Costs team within the Disputes Group supporting fee earners across the firm by assisting with the preparation, negotiation, and management of legal costs. The role is suitable for a developing costs professional who is looking to build technical expertise within a leading law firm, working on high-quality contentious matters. The main duties and responsibilities will be as follows:

- \* Assisting with the preparation of bills of costs (including detailed assessment bills) under various bases and costs regimes.
  - \* Supporting senior costs lawyer with Points of Dispute, Replies, and schedules of costs and advices on costs issues.
  - \* Assisting with costs budgeting, monitoring budgets, and preparing updates and variations.
  - \* Helping to assess costs risk at different stages of litigation and advising fee earners accordingly.
  - \* Reviewing retainers, funding arrangements, and costs correspondence to ensure compliance with procedural rules to include dealing with solicitor client disputes.
  - \* Liaising with fee earners across departments (including Property Litigation, Commercial Litigation, Contentious Construction and Private Client disputes) on costs-related issues.
  - \* Assisting with negotiations and settlement discussions on costs.
  - \* Conducting legal research on costs law, CPR provisions, and recent case law developments.
  - \* Maintaining accurate records and supporting internal reporting on costs recovery.
  - \* Supporting the Costs team with court deadlines, assessments, and hearing preparation
  - \* Developing technical knowledge of CPR, Costs Practice Direction, and case law under supervision and assisting with the provision of costs training across the firm.
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## Why this team?

We are leaders in our field and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

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## What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

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## Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

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## Other skills required:

- You must have prior costs experience ideally from a law firm, government department or within a costs agency
  - Ambition to become a Costs lawyer or someone who is either already on the Costs Lawyer Qualification Course or is willing to undertake it.
  - Excellent verbal and written communication and interpersonal skills
  - Organised manner with ability to prioritise workload
  - Motivated and pro-active with a 'can-do' approach
  - Can adhere to tight and demanding deadlines
  - Ability to interact with people at all levels and to adopt a collaborative approach
  - Self-motivated individual with a proactive approach along with a willingness to develop technical costs knowledge and undertake the ACL Costs Lawyer Course if required.
  - Calm and efficient under pressure
  - Flexible as regards to time and duties.
  - Proficient in use of MS Office (specifically Word, Excel and PowerPoint)
  - Excellent administration, organisational and prioritisation skills with ability to manage time efficiently
  - Good attention to detail and numerical accuracy. Accurate and thorough
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## Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

