**Job Description**

**Job Title:** Costs Administrator

**Location:** Sheffield

**Reports to:** Costs Team Supervisor

**Standard Hours of Work:** 39.5 per week

**Salary Range (incl. benefits):** Up to £18k dependant on experience

**Date revised:** 18 September 2015

# Job Purpose

### To ensure facilitation of the efficient recovery of legal costs and to account on the same files to ensure the file is ready for archiving.

### SCOPE OF THE ROLE

The Jobholder will be responsible for a caseload of files, working within the Cost Department in the Unionline Sheffield Office. The jobholder will work as part of a cross skilled team. Contact with the firm’s clients and staff members in other departments will be required.

# Principal ACCOUNTABILITIES/TASKS

* Ensure that all cases are dealt with in compliance with Solicitors’ Accounts Rules
* Preparing costs schedules on personnel injury files, which include RTA, Employers Liability and Pubic Liability claims, including Portal, FRC and time costed files
* Negotiating with medical agencies and Counsel to lower amount of fees where appropriate
* Reviewing accounts to identify payments which have been made ‘up front’ to ensure recovered from third party
* Negotiating settlement of costs with third party
* Where bills have been sent to third parties, responsible for ensuring that the costs are received
* Dealing with the banking of costs, clients settlement cheques and discharge any disbursements
* Dealing with incoming post and emails, filing, scanning and photocopying
* Preparing and managing files which are sent to and returned from Cost Draftsman
* To ensure accurate bills are presented to the third party
* To ensure that all-accounting procedures are adhered to and that the file accounted on both the client and office ledgers balanced to zero
* To ensure that files are ready to be archived at the conclusion of the cost recovery process
* To meet objectives and targets set by the manager