



12 Month Fixed Term Contract (With Possible Extension)

Job Summary

To undertake a variety of costing, billing and related finance and administration duties for our Legal Aid Agency funded legal advice services to ensure that income and reimbursement of costs is claimed and agreed relating to closed legal aid and legal help cases

Responsible To

- Senior Manager Advice

Significant Working Relationships

- a) BHT Advice Staff
- b) Legal Aid Agency
- c) Barristers Chambers, Interpreting Services, Experts and Other Suppliers
- d) Costs Draftsperson
- e) Court Officials
- f) BHT Finance Staff

Duties / Responsibilities

1. Liaising with the Caseworkers, the Finance Officer, clients and external agencies as appropriate to ensure that all necessary paperwork, documentation and case management records are in place and up to date prior to billing Legal Help Escape Fee cases and costing Legal Aid cases.
2. Preparing files and claim forms for postal submission to Legal Aid Agency, following monthly Legal Help Submissions.
3. Preparing non-complex draft bills of costs; relevant claim forms and schedules of costs for submission to Court; Legal Aid Agency and Other Sides as necessary.
4. Liaising with costs draftsperson in relation to more complex bills and claims.
5. In liaison with colleagues, clients and other parties as necessary, co-ordinate both the Court assessment and Legal Aid Agency assessment of Legal Aid costs processes through to completion.

6. Tracking all requests for assessment (Legal Help and Legal Aid) and co-ordinating appeals and responses to rejections as necessary, through to completion
7. Tracking all claims for payment submitted to the Legal Aid Agency, addressing queries and Rejections as necessary through to completion.
8. In collaboration with the Solicitors ensure that effective and timely negotiations relating to inter parties costs are conducted.
9. Liaising with the Finance Officer to ensure all agreed payments from both the Legal Aid Agency and other parties are received in full within agreed time scales; chasing any late and/or incomplete payments as necessary.
10. To maintain an accurate record of all purchase invoices for disbursements and counsel fees.
11. To stage-bill disbursements for the immigration/asylum cases
12. Assisting the Finance Officer and Senior Manager with the monthly Legal Help submission process.
13. To participate in supervision and appraisal in accordance with BHT procedures.
14. To undertake any other duties from time to time which are reasonably required.
15. To undertake the duties of this post at all times with due regard for BHT equal opportunities and confidentiality policies.

It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.