

In House Costs Lawyer/ Billing and Costing Co-Ordinator

Location: London Based

Salary: £32,000 inclusive of London weighting (depending on experience)

South West London Law Centre is one of the Country's largest Law Centres with offices across 4 London Boroughs. Working in partnership with Lambeth Law Centre and funded by the London Legal Support Trust, we are looking for a costs lawyer / billing coordinator to work in-house on a full-time basis to develop and implement new costing and billing systems and to help increase our revenue and improve our cash flow by drafting bills; training and encouraging casework staff; working with external costs draftsmen and ensuring that our legal aid bills are compliant and maximised.

This will be a one year fixed term post as part of a pilot project. If that project is successful in achieving increased income and better cash flow, we hope that the role can become a longer term permanent position.

If you are interested in helping us with this exciting project or want more information about the role of the Law Centre, please email recruitment@swllc.org.

Please visit www.swllc.org for more information on how to apply for the role.

Applications close on Monday 2nd October at 10.00am