

Legal Costs Administrator

£20,414 pa pro rata (34 hours per week) plus excellent benefits

Manchester

Closing date: 9 July 2019 at 11.30pm

Are you a numerate individual with experience of working in a Legal Costs Administrator or similar role? Then join Shelter as a Legal Costs Administrator and you could soon be providing accurate and efficient billing and costs administration for our Legal Services team.

A home is a fundamental human need, as essential as education or healthcare. Yet millions of people across Britain struggle on a daily basis with homelessness, bad housing conditions, soaring rents, discrimination and the threat of eviction. So, we are striving for change - with individuals, in communities, across society - and leading the way to a safe home. We need ambitious, best-in-class individuals who are passionate about our cause to join us at this exciting time. This is your chance to play a part in the fundamental change we are striving to achieve.

About the Role

Shelter Legal Services provide complex advice, advocacy and representation to some of the most vulnerable families. Right now, we need someone like you to draft accurate bills for the Legal Aid Authority, liaise with legal team colleagues, manage the LAA and court assessment process and much more besides. One minute you might be Invoicing opponents at the end of cases, the next, ensuring payment and full and accurate reporting of costs. Working with our legal cashiers to ensure an accurate and efficient legal accounts service is provided will be key. And, when it comes to acting as the main point of contact between finance and the legal team to make sure appropriate systems are in place and the necessary information provided, again, we'll rely on you.

About you

Proven relevant experience and an understanding of legal costs and Legal Aid is essential, with housing experience a definite advantage. You'll also need good knowledge of case management systems, Microsoft Office applications, internet and email etc. Proactive, results-driven and collaborative in your approach, you have great attention to detail, excellent communication skills and respect for other people's views. What's more, you enjoy building and maintaining good working relationships and are not afraid to suggest, and adapt to, new ideas and change.

Benefits

We offer a wide range of benefits, including 30 days of annual leave, enhanced family friendly policies, childcare vouchers, pension and interest free travel loans. Our employees also have access to a tenancy deposit loan, cycle to work scheme and an employee assistance programme.

Shelter helps millions of people every year struggling with bad housing or homelessness through our advice, support and legal services. And we campaign to make sure that, one day, no one will have to turn to us for help. We're here so no-one has to fight bad housing or homelessness on their own.

To find out more about the role and the benefits of working for Shelter please visit our website. Apply to be part of our Legal team and be the change you want to see in society.

Safeguarding is everyone's business. Shelter is committed to protecting the health, wellbeing and human rights of those we support, and enabling them to live free from harm, abuse and neglect. All our staff will be expected to observe professional standards of behaviour and conduct their work in line with our Safeguarding Policies.

At Shelter, we welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation. We are facing diverse problems, so need diverse people to tackle them.

Shelter does not accept unsolicited CVs from external recruitment agencies nor accept the fees associated with them.