

STEWARTS

Job description

Job title:	Costs and Funding Analyst
Reporting to:	Risk & Funding Partner
Department:	Management
Purpose of role:	Working with the Risk & Funding Partner and liaising with the Costs Team to ensure that (1) critical risk and financial analysis is undertaken on all conditional and contingent fee cases at the outset and as the cases progress (2) cost estimates and budgeting is undertaken and then actively monitored utilising our costs management software (3) ATE insurance policies are issued and administered (4) key data on all alternative funding agreement (AFA) cases is recorded and updated (5) prepare regular monthly and ad hoc reports on cost and funding issues (6) matter outcomes data is recorded (7) analysis and reporting on outcomes data.

This wide-ranging job involves a combination of legal, financial, data and risk analysis techniques, utilisation of technology and liaison with personnel in all departments. It requires a flair and appetite for developing new solutions to evolving cost and funding issues.

Hours:	Permanent, full-time
Reviewed:	June 2024

Job responsibilities:

- Assist matter teams to compile the full suite of documentation for submissions to the Risk & Funding committees (e.g. fee & outcomes projections) both prior to approval of AFAs and to ensure High Risk CFA/DBA case plans are updated and presented to the Risk & Funding Committee at least every 6 months.
- Ensure draft CFAs and DBAs are approved by the Risk & Funding Partner (commercial disputes) or Head of Costs (injury claims) before being dispatched to the client.
- Ensure CFAs and DBAs are subsequently signed by the client.
- Liaise with matter teams and ATE insurers/brokers to issue and administer ATE policies.
- Monitor and follow-up with matter teams in relation to any cases which do not appear to be progressing through those stages.
- Ensure details of resultant fee & funding arrangements and the case status are centrally recorded on a spreadsheet (AFA Tracker) and updated when necessary.
- Ensure all funding related matter contacts are added to the CRM (IA).
- Working with Case & Conflicts team and all depts. to ensure cost estimates for all new cases are added to our cost management software.
- Monitor and flag any significant divergence from the cost budget/estimate agreed with client, funder or as ordered by the Court (CMO) utilising our cost management software.

- Working with Projects and Costs to continue to develop the functionality and use of our cost management software.
- Monitor developments, disseminate knowledge and lessons learnt concerning cost and funding issues.
- Enhance our internal procedures and documentation relating to cost & funding issues.
- Answer ad hoc fee earner queries regarding cost and funding issues or refer onwards to Costs or Risk & Funding partner or RFC.
- Ensure court fee remissions are investigated and applied for where applicable.
- Extract data from systems and spreadsheets to produce reports on cost and funding issues.
- Ad hoc/one off cost and funding projects as required from time to time.

General Skills and Experience:

- Commitment to working in litigation costs and funding as a career option.
- Excellent judgement and discretion regarding confidential and commercial information.
- Able to adapt to new processes and technology.
- Highly computer literate, including the preparation of Excel spreadsheets (inc. pivot tables, graphs etc) to an intermediate/advanced level of expertise.
- Highly numerate.
- Experience of the Interaction CRM, Cosine (cost management software) and Elite 3E Practice Management Systems would be advantageous.
- Project management skills.
- Previous experience in legal costs, accountancy (bookkeeping/financial data), economics or insurance.
- It would be advantageous to have a background understanding of funding options and cost management rules for litigation and an understanding of the nature of high value and complex litigation.
- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the firm appropriately.
- Shares information and ideas.
- Shows sound judgement and decision-making skills; acts within boundaries.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team player.
- Reflects the firm's culture and core values.