STEWARTS

Job description

Job title:	Costs & Funding Analyst
Reporting to:	Risk & Funding Partner
Department:	Costs
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:	November 2025

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 including facilitating audits by ATE insurers.
- 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 (Cosine).
- Monitor and flag any significant divergence from the cost budget/estimate agreed with client, funder or as ordered by the Court (CMO) utilising Cosine.

- Working with IT, Projects and Costs to continue to develop the functionality and use of Cosine and our Outcomes data.
- Monitor developments, disseminate knowledge and lessons learnt concerning cost and funding issues.
- Enhance our internal procedures and documentation relating to cost & funding issues.
- Making recommendations to improve or create internal Costs & Funding workflows or processes, including leveraging technology to automate tasks and/or improve reporting.
- 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.
- Adopts a results-oriented approach to projects and daily tasks.
- Takes a proactive and organised style to daily tasks including prioritising appropriately to manage own workload and meet deadlines.
- A problem solver who can approach challenges logically and propose solutions.
- Able to adapt to new processes and technology, including leveraging AI. Use of business intelligence tools would be advantageous.
- Highly numerate and methodical when undertaking data analysis including being comfortable with data interpretation.
- Technically competent with Excel to an intermediate/advanced level, including being comfortable with use of pivot tables, graphs, and formulae (IFS, SUMIFS, LOOKUPS, etc).
- Strong ability to present findings in a clear, understandable, and professional way.
- Experience of the Interaction CRM, Cosine and Elite 3E Practice Management Systems would be advantageous.
- Excellent 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.
- Demonstrates excellent communication and interpersonal skills when liaising with matter teams and senior stakeholders (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.
- Reflects the firm’s culture and core values.