

# STEWARTS

## Job description

Job title:	Costs Associate – Injury depts (5 years PQE)
Reporting to:	Costs Director
Department:	Costs
Location:	London
Purpose of role:	To advise and assist internally on cost issues
Reviewed:	February 2026

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## Job responsibilities:

- Preparing breakdowns for negotiation
- Advising on cost issues where appropriate
- Preparing cost budgets
- Attending Cost Management Hearings
- Undertaking active costs management and monitoring budgets through Cosine Software
- Drafting formal bill of costs and undertaking detailed assessment process, including attendance at hearings and delivery of associated advocacy
- Liaising with external Cost Lawyers and providing in-house oversight when necessary
- Advising on cost offers
- Advising on the drafting of retainer and other funding documents when necessary
- Delegating work to Paralegals when appropriate and supervising their work
- Team working with other Cost Lawyers, Cost Draftsmen and Litigation fee earners
- Providing costs law updates and related articles for internal knowledge sharing purposes
- Providing in-house training on cost related issues
- Assisting with business planning for Department
- Undertaking any other reasonable duties as requested

## Job skills:

- Previous experience as a qualified Costs Lawyer

**General skills:**

- 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 department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- 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.