

STEWARTS

Job description

Job title:	Senior Costs Manager
Reporting to:	Costs Director
Department:	Costs
Purpose of role:	To advise and assist internally on cost issues
Hours:	Permanent, full-time, hybrid
Reviewed:	July 2026

Job responsibilities:

- Primary responsibility for the provision of costs services to one or more fee-earning groups with annual budgets exceeding £5 million.
- Advising on cost and litigation funding issues where appropriate
- Advising on the drafting of retainer and other funding documents when necessary
- Preparing internal and external cost budgets/estimates
- Undertaking active costs management and monitoring budgets through Cosine Software
- Assisting the Risk and Funding Committee and Senior Cost Analyst with the delivery of reporting, analysis and advice.
- Drafting formal bill of costs, statement of costs and assisting with the detailed assessment process Advising on inter partes costs and solicitor own client issues
- Monitor and manage the financial performance of Cost Associates and Cost Paralegals, ensuring consistent achievement of departmental KPIs.
- Draft and maintain costs-related information documents, quick reference guides (QRGs), templates and best-practice resources.
- Taking lead in internal and external training initiatives.
- Strengthen the profile of the Costs Department both internally and externally.
- Represent the firm through seminars, conferences, training events and industry forums.
- Produce thought leadership material, including journal articles, guidance notes and technical publications

- Contribute to the development and implementation of the department's business plan
- Team working with other Cost Lawyers, Cost Draftsmen and Litigation fee earners
- Undertaking any other reasonable duties as requested

Qualification & Experience:

- Previous experience as a qualified Costs Lawyer
- Experience of dealing with commercial disputes (litigation, arbitration and competition appeals tribunal work) including group litigation.

General skills:

- Commercially minded and solutions-focused.
- 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.