



Burford Capital Limited Executive Compensation Manager

Burford Capital is the leading global finance and asset management firm focused on law. Its businesses include litigation finance and risk management, asset recovery and a wide range of legal finance and advisory activities. Burford is publicly traded on the New York Stock Exchange (NYSE: BUR) and the London Stock Exchange (LSE: BUR), and it works with law firms and clients around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

Burford has created its inaugural Executive Compensation Manager position to assist in managing the increasing complexity of our growing global workforce and the related complexity of our compensation and benefits offerings, including with respect to executive compensation. The Manager will assist in the design of recruiting, compensation and retention programs and will administer and communicate with employees about Burford's compensation and benefits plans, including equity, carried interest, deferred compensation and other plans across multiple jurisdictions. The Manager should have good knowledge of human resource strategies, relevant tax and labor laws and regulations, and compensation and benefits programs and vendors. This is a broad role ranging from having substantive input into program design to the management and hands-on administration of all compensation and benefit programs; there is no administrative support in the HR function.

The role will report to Managing Director, Tax & HR and be based in Burford's New York or Chicago offices.

www.burfordcapital.com

COMPANY OVERVIEW

Burford Capital is the largest and most experienced provider of commercial finance to the legal sector in the world, with a core expertise in identifying and optimizing the value of legal assets for companies and law firms. Since its founding in 2009, Burford has worked with hundreds of law firms and corporations, including 93 of the AmLaw 100 and 89 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 130 people today, including some 60 lawyers.

Burford possesses the resources and expertise of a large company while retaining the flexibility and creativity of a startup. Team members are smart, creative, collaborative, curious, and confident. Everyone rolls up their sleeves to perform and engage collectively for the overall success of the business. Burford values rigorous thinking, clear communication, and efficient execution.

Burford pays salaries consistent with the financial services industry and favors incentive compensation to reward performance. Burford provides competitive health care benefits and a 401K matching program. Burford Capital is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status, whether or not they have a disability.

POSITION REQUIREMENTS

Compensation & Benefits Management and Administration

- Develop, with senior leadership, and communicate a consistent compensation philosophy in line with industry standards and the Company's strategic vision, organizational objectives, work culture, and competitive practices
- Plan, implement and administer a competitive total compensation and benefits package that is aligned with the company's compensation philosophy and which include a mix of components such as:
 - Compensation bands / position tiers
 - Base Salary
 - Cash bonus opportunities
 - Stock incentive plans
 - Co-investment plans
 - Retirement programs
 - Health and wellbeing benefits
 - Compensation deferral
 - Paid leave and other non-monetary benefits
 - Other state of the art compensation structures that provide attractive competitive compensation opportunities
- Manage yearly compensation processes, including recommendations to continuously improve process
- Document and manage the individual compensation arrangements for all individual employees, including any relevant compensation classifications
- Advise senior management on pay decisions, compensation policy interpretations, and compensation bands for new or revised roles
- Ensure salaries and benefits comply with current laws and regulations in all relevant jurisdictions (pay equity, leave minimums, human rights, etc.)
- Research, select, contract with, and manage outside compensation consultants and service providers, including providing necessary data files to vendors and ensuring appropriate SOX controls compliance
- Respond to inquiries from employees on compensation programs including, philosophy, policies, relevant state and federal regulations, tax treatment, and internal personnel procedures and classification programs.

Research & Reporting

- Maintain competitiveness of compensation plans for our industry and roles by conducting prevailing pay rate research and analysis and advise on inbound requests for individual compensation increases/changes
- Provide reports and analytics on Burford's compensation programs, including managing, maintaining and forecasting budgets for compensation
- Develop key performance indicators and evaluate and report on the cost and effectiveness of employee compensation programs against those success metrics
- Research and report on employee satisfaction (e.g., using surveys and quantitative data) with Burford's compensation programs
- Conduct ongoing research into emerging trends, issues, and best practices in compensation programs and propose and implement changes designed to improve retention, engagement and motivation of employees, improve compensation program competitiveness and effectiveness, and/or improve cost-effectiveness
- Oversee participation in third party salary and labor market surveys and prepare compensation statistics for internal and external purposes
- Deploy effective communication strategies and success metrics

SKILLS DESIRED

Qualifications & Experience

- 6+ years of progressively responsible experience in employee compensation, preferably in the financial services or similar industry
- Strong knowledge of US laws and regulations as they apply to base compensation and incentive compensation programs required; knowledge of UK or other additional jurisdictions a plus
- Basic knowledge of withholding tax, capital gains tax, tax policy, and related tax filings as they relate to the jurisdictions in which we operate preferred
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) and certified compensation professional credentials preferred

Core Competencies & Skills / Personal Attributes & Fit

- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to work autonomously as well as with a geographically dispersed team
- Gravitas, sound judgment and self-confidence, combined with humility, open-mindedness, and respect for others (regardless of position)
- Excellent interpersonal/people skills; enthusiasm for working as a team member and ability to build strong relationships through collaboration across multiple levels of the organization
- Excellent problem-solving, organizational and communication skills to effectively negotiate and interface with a myriad of internal and external contacts
- Highly organized, with a committed work ethic and strong attention to detail

- Strong ability to prioritize and manage multiple projects and deadlines simultaneously
- Ability to handle sensitive documents and records with a high level of confidentiality and discretion
- Superior communication skills, both oral and written
- Strong quantitative and analytical skills, including high proficiency with Excel

SUMMARY

The Executive Compensation Manager will be the valued manager of the firm's compensation programs, with a broad role including a seat at the table with the firm's executive leadership team to provide input on our complex and rapidly expanding portfolio of compensation programs as well as the direct management and administration of those programs. Therefore, it is imperative that this individual have a well-informed expertise and a critical eye regarding compensation management as well as a track record of delivering effective compensation programs for a diverse range of professional and executive roles.

The Executive Compensation Manager will be a low-ego professional who is more about results and collaborative teamwork than one who seeks the limelight. He/she will possess the gravitas, credentials, and compensation program experience to be able to study, diagnose, prescribe, and implement value-add solutions that will positively impact the firm's mix of compensation and benefits offerings. Given that Burford's business is located at the unique intersection of finance and law - and this is the firm's first dedicated compensation role - it is an excellent opportunity for a compensation specialist seeking an "outside the box" position to enjoy applying his/her ingenuity and creativity to solving unique global compensation program challenges, while also rolling up his/her sleeves and doing the actual work.