



## Burford Capital LLC Administrative Assistant & Invoice Coordinator New York, NY

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 companies and law firms around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

The Firm has created an Administrative Assistant & Invoice Coordinator position responsible for providing vital administrative support and managing essential front desk tasks.

The ideal candidate has an outgoing personality and a "can-do", positive attitude, a strong work ethic, and the desire to maintain high standards, uses good judgment, and seeks out ways to contribute and anticipate needs. The position requires strong organizational skills, including excellent Microsoft Office Suite skills, and the ability to prioritize and handle multiple tasks in a dynamic work environment. The role will report to the Administration Manager, be based in Burford's New York City office and will also be a key member of the Global Administration team.

[www.burfordcapital.com](http://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 base 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.

### **COVID-19 Role Revisions**

Our New York office is currently open only on a limited basis due to COVID-19. Some administrative and office support responsibilities will morph to adapt to the current environment (e.g., virtual meetings) while others will pause (and be filled by increased with other work). Administrative and office support responsibilities will resume as listed below upon office reopening. In the meantime, other duties may be assigned consistent with skills and experience to provide a full-time role.

## **POSITION REQUIREMENTS**

### ***Office Support & Management***

- Collaborate with the office leadership to assist with Global Admin Team projects, office improvement initiatives and policy roll-outs
- Assist with on & off-boarding of employees
- Provide document support to attorneys and other staff in either Excel, Word, PowerPoint, or Adobe PDF
- Managing the content calendar and execution of Burford University, our internal training program
- Scheduling, planning and providing logistical support for recruiting, client, departmental, and general office meetings
- Assist in maintaining and updating the firm intranet pages
- Plan and execute office training and social events
- Other projects as required

### ***Procurement and Invoice Submission***

- Assist IT in procurement and retrieval of IT equipment as directed and manage associated expenses
- Manage the invoicing process for the New York office, the Legal and IT departments and certain VIP individuals
- Maintain up to date reference guides and training materials for our invoicing processing system for all global users
- Manage annual SOx access review audit and remediation process for our invoicing platform
- Respond to accounts payable inquiries and coordinate with finance team to provide updated information for inquiries

### **Data Entry**

- Assist with Salesforce CRM data entry to input new records for Marketing, Business Development and Litigation Finance
- Research and update Salesforce contact records for whom we have received bounce-back emails, notifications of company moves, or postal redirect/non-delivery notices
- Assist with other Salesforce projects as needed

### **Reception & Office Space Management**

- Manage reception area, conference rooms, kitchen, and pantry
- Manage office inventory, including office and pantry supplies
- Support all matters pertaining to office space and appearance, including liaising with service providers, building management, utilities and any maintenance issues as required
- Assist with management of outside service vendors, such as housekeeping, HVAC etc.
- Maintain schedule of required office maintenance, e.g., bi-annual carpet cleaning, annual deep cleaning
- Manage switchboard, routing incoming calls, entering inquiries into the electronic form, or relaying messages as appropriate
- While offices remain on limited access, handling of daily attestation process
- Maintain Office & Conference Room calendars, resolving conflicts and ensuring accuracy of office absences in Outlook in Pingboard
- Manage conference room requests; arrange catering and set-up and breakdown
- Plan and execute office events
- Receive, greet and direct visitors, advising staff as appropriate
- Handle incoming and outgoing mail, packages, and faxes
- Other duties as assigned

### **SKILLS DESIRED**

#### **Qualifications & Experience**

- A college degree or some college is preferred; experience in lieu will be considered
- 3 to 5 years of office, administrative or reception experience in a corporate or professional services office environment
- Exceptional customer-service skills, interpersonal and telephone etiquette, and effective communication in both verbal and written mediums
- Proficiency with core Microsoft Office applications required, particularly Outlook (creating rules, calendaring events); Word (formatting, header/footer, section breaks, table of contents); Excel at an intermediate level (creating formulas, functions, pivot tables); and Adobe PDF (combining/splitting PDFs, redaction, watermarks, page numbering).
- Experience with Expensify, other invoicing or accounts payable software strongly preferred
- Prior experience working with a CRM system, especially Salesforce, a plus

### ***Core Competencies & Skills / Personal Attributes & Fit***

- Friendly personality that is warm, approachable as well as confident and outgoing
- Strong organizational skills with the ability to prioritize, multi-task and manage follow-up of assigned tasks to completion, on time and with limited supervision
- Extreme attention to detail, highly organized and passionate about accuracy
- Resourceful problem solver able to adapt to Burford's hybrid finance/legal requirements with innovative solutions
- Proactive self-starter equally comfortable working independently or as part of a team
- Flexible team player who enjoys a variety of changing assignments and is willing to take on whatever is needed to advance business goals
- Good time management skills to balance many small daily responsibilities with some larger project work
- Comfortable working remotely on projects with colleagues from Burford's other global offices.

### **SUMMARY**

The Administrative Assistant & Invoice Coordinator will be a valued and trusted member of the office and global administrative support team and will work closely with both IT and Finance. As the "face of Burford" his/her welcoming personality, attention to detail and admin support skills will be a key component contributing to the success of Burford's New York office and all staff. The position is perfect for a person with a "can-do", positive attitude and an excellent work ethic, who is organized and who seeks out ways to contribute and anticipate needs. It is an excellent opportunity for an ambitious assistant or accounts payable clerk seeking an "outside the box" role in which to take on new challenges and to grow professionally in an exciting, growing company.