



Burford Capital Limited
Vice President, SOX Compliance
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 a vacancy for a newly created Vice President, SOX Compliance role following the company's listing on the NYSE in October 2020. The individual will primarily be responsible for the management and ongoing development of the SOX compliance program. The ideal candidate will have 5+ years of relevant experience either as an in-house SOX, Internal Audit, Compliance or Risk Management professional or equivalent Big 4 experience. Experience with implementing control frameworks from the ground up would be a plus.

The role will be based in Burford's New York office and will report to the Chief Accounting Officer who is also based in Burford's New York office.

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.

Position Requirements

- Lead project management efforts in relation to the implementation and on-going monitoring of Root's SOX and Model Audit Rule program.
- Work collaboratively with the Chief Accounting Officer and our external SOX advisors to effectively communicate and educate business partners, including non-finance individuals, on the importance of controls and an effective control environment.
- Work with our business process owners in the development and maintenance of the company's internal control policies, standards and procedures to ensure a consistent approach to documentation, testing and reporting.
- Support the company in monitoring the broader business to ensure the control environment adapts as the company evolves. This includes partnering with finance and non-accounting process owners to ensure process flowcharts, risk and control matrices and related internal control documentation remains current.
- Assist in evaluation and resolution of identified control deficiencies, including monitoring of remediation efforts.
- Assist in the coordination of internal and external audit related controls requests.
- Prepare reports for the Audit Committee, Disclosure Committee and Senior Management on the status of internal controls related efforts.
- Provide support to the business with ongoing improvement and innovation of the SOX program including the identification of opportunities for streamlining and automation.
- Ongoing development and delivery of internal control related training for business partners on a regular basis to build knowledge and understanding of risks and controls.
- Assist in the development and mentoring of our in-house team members and future team hires.
- Perform other duties as needed.

Qualifications & Experience

- 5+ years of relevant experience (with 7+ years overall professional experience) either as an in-house SOX, Internal Audit, Compliance or Risk Management professional or equivalent Big 4 experience.
- CPA or equivalent experience considered.
- Someone who thrives in fast paced environments with a desire for continuous learning.
- Ability to communicate and influence a range of different internal and external stakeholders and can flex their style based on audience.
- Experience implementing control frameworks from the ground up.



Core Competencies & Skills / Personal Attributes & Fit

- Highly organized, with committed work ethic and strong attention to detail; able to work independently and prioritize and manage multiple projects and deadlines simultaneously in our fast-paced environment.
- Excellent interpersonal/people skills (including the ability to build relationships with sophisticated internal clients and the ability to interact effectively at all levels of the organization).
- Gravitas, judgment and self-confidence, but also humility, open-mindedness, respect for others (regardless of position) and enthusiasm for working as a team member.
- Excellent problem-solving, organizational and communication skills, as necessary, to negotiate and interface with a myriad of internal and external contacts.
- Enterprising, intelligent, creative and proactive.
- Enthusiasm for change is essential in a rapidly developing market, as well as the uncertainty and alterations that accompany a change.