



Burford Capital Limited Project Manager/Business Analyst 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 around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

The Firm seeks to hire a Project Manager/Business Analyst who will be responsible managing projects and doing business analysis as part of Burford's new Program Management Office. As Burford continues to grow and the number and complexity of projects we tackle continues to increase, there is a need to provide standards, best practices, planning, and logistical support to these efforts. The person in this role will be charged with contributing to a variety of projects in the PMO's project portfolio.

The role will report to the Head of the Project Management Office and may be based in New York, London or Chicago.

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 is experiencing significant business growth and is consequently expanding its global team.

Even as we grow, Burford has maintained a startup work environment that is fast-paced and "always on." We have also retained a small company culture: team members are creative, resourceful, curious, confident and ready to pitch in and thrive without the infrastructure and hierarchies of a large company. At Burford, everyone rolls up their sleeves to perform and engage collectively for the overall success of the business.

We value strong communication skills. Burford operates in a geographically dispersed fashion; our team collaborates across multiple locations by relying heavily on email and conference calls to communicate. A willingness to engage substantively and the capacity to distill complex ideas cogently and persuasively in written form as opposed to just orally are core to the firm's culture and critical for fit and success.

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.

POSITION REQUIREMENTS

- Develop and maintain project and activity plans. Continuously assess dependencies and changes in scope, priorities and timelines with Burford stakeholders and vendors.
- Coordinate and facilitate project meetings and daily scrums. Maintain meeting documentation, capture, and monitor action items and project decisions.
- Produce and deliver project stakeholder reports and communications.
- Manage the timely collection, sharing and retention of project artifacts among Burford stakeholders and vendor participants.
- Monitor completion of workstream tasks per defined and agreed upon scope, schedule and milestones. Contribute to assessing quality of workstream deliverables. Assess, monitor and escalate project risks.
- Coordinate and manage vendor activities for projects requiring vendor involvement.
- Apply standards, methodologies, and best practices to ensure projects are managed well.
- Implement project governance and communications standards and protocols.
- Apply project assessment tools and protocols for evaluation and improvement.
- Contribute to the development and use of tools and protocols for managing and communicating project scope, risk, and change management.
- Design, implement, and maintain projects that adhere to organizational objectives and PMO guidelines.
- Work closely with project sponsors, cross-functional teams, and IT to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives.
- Work with project teams and stakeholders to develop and execute projects that align with program goals.
- Manage projects budgets.
- Work with stakeholders to capture requirements using use case analysis and other means.
- Generate business functional and non-functional requirements documents.
- Develop current and future state descriptions including process and data flow diagrams.
- Contribute to data analysis needs pertaining to system integration and data migration.

SKILLS DESIRED

Qualifications & experience

- Education: College degree (BA/BS) or higher
- PMP certification
- Experience requirements
 - 3 to 5 years experience managing projects
 - 2 to 4 years experience doing business analysis
 - Legal or Finance background a plus

Core competencies & skills / Personal attributes & fit

- Excellent project management acumen, including the ability to prioritize and manage multiple projects at the same time in a fast-paced environment
- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to manage both the big pictures and the details
- Excellent communication skills, both verbal and written
- Ability to work with team members at all levels of the organization

SUMMARY

The Project Manager / Business Analyst will work as part of the Project Management Office at Burford that will be responsible for helping to develop and apply standards and best practices for project management across all areas of the firm. The person in this role will be responsible for working with technical staff, business stakeholders, and vendors to design and execute projects that are aligned with company goals and priorities.

The Project Manager / Business Analyst will be an energetic, “can do” individual, willing to share his/her expertise with others, dig in deep and do whatever is needed to accomplish results. Given that Burford’s business is located at the unique intersection of finance and law, it is an excellent opportunity for an experienced project manager/business analyst seeking an “outside the box” position to enjoy applying his/her ingenuity and creativity to solving project management challenges.