



Burford Capital Limited HR Generalist

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 seeks an experienced HR Generalist to join an evolving HR function, who will assist in managing the increasing complexity of our growing global workforce, including the administration of multiple compensation plans and benefits offerings. The HR Generalist will provide day-to-day support on various HR initiatives related to employee engagement, recruiting, diversity and inclusion, as well as some of Burford's relationships with external vendors who support HR initiatives. It is an excellent opportunity for an ambitious generalist seeking an "outside the box" position in which to take on new challenges and grow professionally.

The role will report to the Vice President, Human Resources and be 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 about 140 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 Administration

- Administer the Burford Capital total compensation and benefits programs which execute the company's compensation philosophy
- Manage and facilitate the administration of the yearly performance review and compensation processes
- Document the individual compensation arrangements for all individual employees, including any relevant compensation classifications
- Respond to inquiries from employees on compensation and benefit programs
- Manage the online employee compensation portal and related websites
- Oversee electronic-based systems support for HR function, partner with IT and Finance to streamline and implement improvements
- Provide other support for HR functions as needed

Generalist

- Under the supervision of the Vice President, Human Resources act as a general partner to all Burford employees including resolving day-to-day issues related to PEO, benefits, HR-managed vendors, etc.
- Manage the US job posting process, contracts of third party-recruiters, and monthly open position reports; ensure open positions are part of the internal comms schedule
- Partner with hiring managers to actively recruit passive candidates
- Prepare and present offer letters and complete on-boarding tasks
- Support administration of Employee Referral program
- Manage the annual anti-harassment training
- Other projects as directed by the Vice President, Human Resources, including annual employee handbook updates and support for immigration and expatriate employee matters

SKILLS DESIRED

Qualifications & Experience

- At least five years of HR Generalist experience, preferably in the financial services or similar industry (law firm or management consulting)
- Strong knowledge of compensation and benefits administration, with global experience preferred
- Advanced expertise using Excel for data cleansing and analysis
- Experience with Salesforce and ADP TotalSource is highly desirable

- Effective interpersonal skills to gain staff confidence and trust, as well as the ability to ensure their adherence to institutional norms and global standards with a soft touch

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
- 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