



Burford Capital Limited Finance Systems Products 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 companies and law firms around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

The Firm has created a Finance Systems Products Manager position who will be the trusted expert for the firm's Finance and Accounting systems. Their leadership and expertise will guide the implementation of the platforms and their recommendations will have a significant firm-wide impact.

The role will report to the Chief Information Officer and would be based in New York, Chicago, or London.

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

The Finance Systems Products Manager will be responsible for:

System Administration and Development

- Serve as the primary administrator of our Finance and Accounting platforms (including FIS Investran, Sage Intacct, and Expensify), including managing user access and security groups along with other configuration tasks
- Develop run books and train rest of IT staff on basic administration tasks
- Manage the deployment and support of the platforms
- Evaluate existing system implementations and develop recommendations for problem resolution, enhancement, and tuning
- Perform routine monitoring, maintenance, and service tasks including auditing and security functions
- Work with Finance team members to identify areas of development and improvement and oversee their implementation
- Work with the SOx team and stakeholders to ensure our platforms and processes are fully SOx compliant
- Act as data steward for the data in Finance and Accounting platforms
- Work with business users to develop and maintain necessary reporting

Documentation and Training

- Create and maintain documentation of platform, processes, best practices, usage guides, etc.
- Provide training and support to users in the implementation of iManage, including roll-out of new functionality

Vendor Management

- Manage relationship with vendor support and customer relationship teams for product issue escalation, product enhancement requests, user groups, and product news such as upcoming release features and schedules
- Investigates system problems and coordinates fixes or functional enhancements with application vendors
- Work with vendors to identify and implement new features and functionality to support the company's business goals and objectives
- Manage software licenses and renewals

SKILLS DESIRED

Qualifications & Experience

- Education: College degree (BA/BS) or higher
- At least 5 years working with and administering FIS Investran
- Strong background in accounting and working with accounting staff
- Working knowledge of Excel
- Experience with project management tools and techniques
- Experience managing vendors and leading projects
- Understanding of law or background in the legal industry a plus
- Experience with scripting and coding with Microsoft tools a plus
- Experience with Sage Intacct and other accounting systems a plus

Core Competencies & Skills / Personal Attributes & Fit

- Strong project management skills.
- Ability to work well under pressure and manage sensitive and confidential information.
- Excellent verbal and written communication skills, with strong attention to detail.
- Great interpersonal skills and ability to work well both independently and as part of a team.
- Self-directed, go-getter willing to roll-up sleeves and make things happen.
- A multi-tasker, capable of actively managing a large and complex portfolio of high-value projects.
- A team player who can work collegially with team members at multiple levels and business functions.
- Ambitious and ready to work in a fast-paced environment where leadership and skills will be fully utilized.

Other Requirements

- Some travel (<10%)
- Ability to work remotely