



Burford Capital (UK) Limited Compliance Paralegal London, UK

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.

Burford is recruiting for a Compliance Paralegal position. The successful candidate will be tasked foremost with leading the Firm's Know Your Customer (KYC) program, including the global sanctions and Anti-Money Laundering (AML) efforts, as well as the global conflicts of interest screening program. The Compliance Paralegal plays a pivotal role supporting the Firm's growing global legal & compliance team.

SUMMARY

The Compliance Paralegal will have a seat at the table with the legal and compliance team when it sets policy and procedures for the firm. Therefore, it is imperative that this individual will have a well-informed opinion and critical eye regarding regulatory matters, as well as a track record of supporting in-house legal & compliance teams in meeting their regulatory obligations.

The Compliance Paralegal will be organized, effective and detail-oriented. He or she will possess the gravitas, credentials, and experience to be able to study, diagnose, and prescribe value-add solutions that will positively impact the legal & compliance team. Given Burford's unique position at the intersection of finance and law, it is an excellent opportunity for a savvy paralegal seeking an "outside the box" position to enjoy applying his or her ingenuity and creativity to solving challenges and supporting an innovative and market-leading enterprise.

The role will report to UK Legal and Compliance Counsel and be based in Burford's London 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 90 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 140 people today, including more than 65 lawyers.

Burford possesses the resources and expertise of a large company but retains the flexibility and creativity of a startup. Team members are smart, ambitious, 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 favours incentive compensation to reward performance. 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

KYC, Anti-Money Laundering (AML) and Sanctions Programme

- Handling inbound matters requiring KYC.
- Managing the firm's global sanctions screening programme using Refinitiv WorldCheck.
- Identifying and escalating all matters requiring further review.
- Maintaining all necessary logs and files related to KYC, AML and sanctions matters.
- Liaising with Refinitiv to troubleshoot system issues and/or seek opportunities to enhance screening capabilities.
- Assisting with periodic policy and procedure review, and suggesting improvements and efficiencies as they may arise.

Conflicts of Interest Programme

- Handling inbound and outbound matters requiring conflicts screening.
- Identifying and escalating all matters requiring further review.
- Maintaining all necessary logs and paperwork related to conflicts of interest matters.
- Assisting with periodic policy and procedure review, and suggesting improvements and efficiencies as they may arise.

Corporate Secretarial Support

- Assisting in coordinating the Firm's ongoing corporate secretarial needs, alongside the Firm's external corporate administrators.
- Assisting the operations team in producing filings for UK regulators such as the FCA and SRA.

Other Legal and Compliance Support

- Assisting the legal team in responding to litigation discovery requests, using Smarsh email archiving software and liaising with firm employees around the world.
- Assisting generally with record retention matters, in accordance with regulatory and/or litigation needs.
- General support of the committee on environmental, social and governance policy, including reviewing and drafting policies and documents with support from other staff.
- Supporting the legal and compliance team in relation to other matters as they arise.

SKILLS DESIRED

Qualifications & Experience

- Law degree and/or legal training strongly preferred
- Experience supporting a legal and compliance team strongly preferred
- Financial industry and/or legal industry experience, ideally in a leading law firm, desirable
- Experience of working with Refinitiv WorldCheck, Smarsh, Salesforce, and/or iManage helpful

Core Competencies & Skills / Personal Attributes & Fit

- Competencies and Skills
 - Analytical: able to understand, analyse and explain complex documents and detailed policies and apply their content to tasks.
 - Communication: able to effectively communicate requests in a thoughtful and concise manner.
 - Project management: able to manage own workload and pursue long-term projects with multiple stakeholders.
- Values, personal style and character attributes:
 - Diligence and efficiency
 - Initiative, agility and comfort with autonomy
 - Assertiveness, confidence and persistence
 - Good judgement