



**Burford Capital (UK) Limited**  
**Administrative Services Coordinator**  
**London, United Kingdom**

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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.

In anticipation of the relocation of the London office and in response to the growth of the HR function Burford seeks an Administrative Services Coordinator to support the UK Operations & HR Manager in the administration of its London office and in the management of its expanding global workforce.

**SUMMARY**

As part of the Administration services function, you will assist the UK Operations & HR Manager to ensure the smooth and efficient operation of the London office, including acting as a first point of contact for office visitors, handling calls and email enquiries and assisting with facilities, maintenance and office administration. As part of the HR function, you will provide day to day support to the UK Operations & HR Manager in connection with various HR initiatives related to recruitment, onboarding and benefits, performance management and learning and development.

This is a terrific opportunity for an ambitious applicant seeking to take on new challenges and to broaden their experience.

The role will report to the UK Operations & HR Manager and be based in Burford's London office.

[www.burfordcapital.com](http://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 favors 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

### KEY RESPONSIBILITIES:

### ADMINISTRATION:

- Supporting the UK Operations & HR Manager with global and office improvement initiatives and other policy rollouts.
- Managing all matters pertaining to office appearance concerning the London office.
- Liaising with service providers, building management and utilities as required.
- Maintaining master vendor list including contracts and service contacts for each.
- Preparing, coding and submitting office invoices for payment via Expensify, including preparing a monthly submission of vendor data.
- Ordering and maintaining an inventory of stationery supplies.
- Assisting with oversight of facilities & maintenance including IT and other projects relating to the London office's physical spaces.
- Maintaining office and conference room calendars via Outlook, including resolving conflicts and ensuring accuracy of office absences.
- Visitor management - offering refreshments, escorting them and informing the appropriate staff of their arrival.
- Managing the switchboard as and when required, routing calls or taking messages.
- Handling mail and couriers.
- Assisting with catering for events and meetings. Ordering, set up and take down as needed.
- Maintaining kitchens, prepped and clean. Maintaining kitchen supplies and sundries.
- Assisting with administrative overflow and projects from other offices as required.



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Singapore  
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### **HUMAN RESOURCES:**

- Supporting the UK Operations & HR Manager including diary management.
- Assisting with the recruitment process which may include uploading job advertisements, processing applications/CVs, contacting candidates and/or recruitment agencies and booking in interviews as required.
- Administering background vetting checks as required.
- Assisting with onboarding in accordance with the Vertical Onboarding Process.
- Administering Burford's HR Management software including inputting staff details and keeping HR records up to date.
- Assisting with the transition to new HR Management software.
- Supporting employee relations processes which may include scheduling meetings, taking minutes and producing associated paperwork.
- Assisting with performance management processes which may include issuing reminders, scheduling reviews, administering outcomes and producing paperwork.
- Supporting the UK Operations & HR Manager to coordinate change initiatives.
- Assisting with benefit provisions which may include liaising with brokers or benefit providers, adding or removing members and producing associated paperwork.
- Assisting with the offboarding process including processing leavers through Burford's HR Management software.
- Supporting L&D initiatives including scheduling training as appropriate.
- Filing as required ensuring Data Protection legislation is complied with.

To undertake any other duties which from time to time may be allocated by the UK Operations & HR Manager.

### **ADDITIONAL DUTIES & RESPONSIBILITIES:**

- Maintaining standards in line with the requirements of the role and any policies and procedures in place.
- Undertaking any other duties and responsibilities as may be determined from time to time.
- Working additional hours as the requirements of the job demand.
- Complying with equal opportunities legislation and being pro-active in challenging prejudice, discrimination and stereotyping.
- Adhering to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

### **SKILLS DESIRED**

#### **QUALIFICATIONS & EXPERIENCE**

- Experience of an administrative and/or customer-facing role desirable.
- Organized, with an ability to prioritize.
- Accuracy and attention to detail.
- Tenacity to see tasks through to completion, on time, with limited supervision.
- Excellent communicator.



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- Great interpersonal and relationship building skills.
- Excellent multitasking skills.
- Accurate and methodical in data entry.
- Good time management skills with ability to work to tight deadlines and manage day to day responsibilities alongside larger project work.
- Strong customer-service skills and telephone etiquette.
- Proficient with all core Microsoft Office applications, particularly Outlook, Word, Excel & PowerPoint.

#### **PERSONAL ATTRIBUTES & FIT**

- Friendly and approachable.
- Confident and professional manner at all times.
- Team player, willing to take on whatever is needed to advance business goals.
- 'Can do' proactive attitude.
- Self-motivated with the ability to identify and complete required tasks using initiative.
- Comfortable working independently and as part of a team.
- Comfortable working remotely on projects with colleagues from global offices.
- Flexible and enjoys a variety of changing and varied assignments.
- Discrete and respectful of confidentiality.

#### **OTHER REQUIREMENTS**

- Office based role

Burford reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of its business.