

Burford Capital (UK) Limited Paralegal Apprentice – Fixed Term Contract 23 months 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 has created a new and exciting opportunity to join our team as a Paralegal Apprentice. Burford is seeking motivated candidates with a desire to learn and develop skills through working with experts in the field. The successful candidate will be tasked foremost with assisting and working alongside Burford's Underwriting Coordinators. The Coordinators oversee the inception, deal-closing and long-term management of a multitude of funded legal cases every day. The Paralegal Apprentice will receive guidance throughout this programme and a willingness to learn is required more than experience itself.

Alongside day-to-day work at Burford, the Paralegal Apprentice will receive training outside of the company throughout the duration of the programme, culminating in an end point assessment to complete the apprenticeship.

SUMMARY

The Paralegal Apprentice in addition to gaining a deeper understanding of the legal sector and the rapidly evolving intersection of law and finance, will be exposed to a wide range of legal proceedings in commercial litigation, arbitration, asset recovery, competition, corporate finance and compliance. The apprentice will assist the underwriting coordinators and Burford's wider team with legal research, litigation case file management, transactional due diligence and preparation of deal closing documentation as well as general administrative tasks as necessary. The candidate will also be required to assist in updating Burford's internal case management platforms.

The Paralegal Apprentice will be organized, diligent and detail-oriented and add value to positively impact the Coordinator Team. Given Burford's unique position at the intersection of finance and law, this is an excellent opportunity for a paralegal at the outset of their training to apply his or her knowledge and skills supporting an innovative and market-leading enterprise.

The role will report to the Underwriting Coordinator 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

Responsibility Group and Daily Tasks (Underwriting Responsibilities)

- Monitoring and updating electronic docket, case contacts, upcoming court dates, and other activities related to the progression of funded litigation
- Maintain case and client-related information in Salesforce CRM and client documents in iManage DMS
- Carrying out research and presenting the findings accurately and clearly
- Handling confidential and sensitive information
- Understanding and utilising basic financial information
- Drafting and producing deal closing documents and standard forms
- Assisting in compiling signatures for deal closing documentation
- Reviewing and proof-reading documents
- Assist in preparing summaries of case developments
- Participation in Paralegal/Underwriting Coordinator team projects globally
- Attend Paralegal/Underwriting Coordinator team meetings and training programs
- Supporting the Coordinators and Legal teams in relation to other matters as they arise.
- General administration

SKILLS DESIRED

Qualifications & experience

- GCSE Maths & English (Grade 4 / C or higher)
- 3x A Levels



New York
London
Chicago
Washington
Singapore
Sydney

Core competencies & skills / Personal attributes & fit

- Familiarity with Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Good written and oral communication skills
- Attention to detail
- Ability to complete assignments on time
- Ability to take responsibility for own work product
- Flexible working style; willing to take on whatever is needed for the business and multi-task among many small daily responsibilities and some larger project work
- Proactively seek guidance when tasking exceeds area of competence
- Curiosity and willingness to learn
- Interest in the legal system, litigation and litigation finance
- Good teamwork mentality

Other requirements

- Office Based
- Values, personal style and character attributes:
 - Diligence
 - Integrity
 - Professional attitude
 - Good judgement
- Eligibility for Apprenticeship Levy funding; which includes:
 - Resident in the UK / EU / EEA for 3 consecutive years
 - No prior qualifications at Level 3 or higher in law

Notice of Collection of Personal Information:

<https://www.burfordcapital.com/media/3351/notice-of-collection-of-personal-information.pdf>