



Burford Capital Limited
Accounts Payable Specialist
New York, NY

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.

The Firm has a vacancy for an Accounts Payable Specialist in its New York office, who will play an integral role in the accounts payable process. This includes, among other things, processing invoices and expense reimbursements in the Company's online expense processing system, posting entries into the GL accounting system, creating outgoing payments through an electronic banking portal and preparing weekly bank reconciliations.

The Accounts Payable Specialist will play an integral role in the firm's accounts payable and funding process. This role is based in New York but also involves working in coordination with the Finance staff located in Burford's Chicago and London offices. It is imperative that this individual is highly organized with strong attention to detail, good communication skills, and the ability to prioritize and multi-task on multiple projects in our fast-paced environment.

The role will be based in Burford's New York office and will report to Senior Accounts Payable Specialist.

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.

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POSITION REQUIREMENTS

- Processing of invoices and expense reimbursements in online expense processing system
- Entering expense and funding payments into banking portal
- Posting journal entries in the GL accounting system
- Preparing weekly cash reconciliations
- Assistance with gathering documentation for auditors
- Assistance with preparation of audit confirmations
- Other ad-hoc duties and projects as assigned

SKILLS DESIRED

Qualifications & Experience

- Prior experience in the financial industry in an accounting or operations role
- Bachelors' Degree a plus

Core Competencies & Skills / Personal Attributes & Fit

- Highly organized, with committed work ethic and strong attention to detail; able to work independently and prioritize and manage multiple projects and deadlines simultaneously.
- Excellent interpersonal/people skills.
- Judgment and self-confidence, but also humility, open-mindedness, respect for others (regardless of position) and enthusiasm for working as a team member.
- Excellent problem-solving, organizational and communication skills.
- Enterprising, intelligent and proactive.
- Enthusiasm for change is essential in a rapidly developing market, as well as the uncertainty and alterations that accompany a change.
- Strong Excel skills.
- Experience with Expensify, CashPro and/or Sage Intacct a plus.

Salary

\$50,000 - \$60,000

Notice of Collection of Personal Information:

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

