



Burford Capital Process Associate New York, USA

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 offices in New York, London, Chicago, Washington, Singapore, Sydney, Hong Kong, and Dubai.

The Firm has an opening for a Process Associate position who will document, manage, and roll-out process improvement projects; document policies, procedures, and user manuals; provide program management support to the Project Management Office; build and run metrics and reporting; and support key databases and tools.

The process associate is a valued member of the Core Services team dedicated to finding and implementing innovative process solutions to support the business's growth and operational objectives. S/he will have a seat at the table in making critical operational decisions that impact the entire company, as well as the opportunity to explore and craft new policies, processes and technology implementations. Therefore, it is imperative that this individual have a strong interest in learning new subject matter and functional techniques, as well as a track record leveraging processes to improve performance of both people and operations.

Given that Burford's business is located at the unique intersection of finance and law, it is an excellent opportunity for a savvy administrative manager seeking an "outside the box" position to enjoy applying his/her ingenuity and creativity to solving operational and team management challenges.

The role will report to Chief Innovation Officer and be based in Burford's New York office (although highly qualified candidates from Chicago or London may be considered).

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 155 people today, including over 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 is an “always on” environment in which everyone needs to be accessible by email when outside the office, including during evenings and weekends.

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

Process Improvement Projects

- Collection of problems driving project and documentation of solution requirements and project scope (Scope/Problem Definition)
- Solution exploration, design, and selection support (and leadership, as skills progress) (Design)
- Project execution planning, oversight, and management of project deadlines and budget (Build)
- Project roll-out design and execution (Run), including roll-out planning, end-user documentation and training, communications, and post-roll out troubleshooting
- Program management to track the progress of the entire project portfolio to ensure effective prioritization and project excellence
- Administrative management of StratDash/OpsCom and Post Mortem meetings scheduling and materials (Quarterly)

Process Management

- Map existing processes (e.g., flow or swimlane diagrams) to identify gaps and/or areas for improvement and develop and implement process improvements to address gaps
- Subject matter expert for process automation tool (Nintex Workflow Cloud); develop, test, and implement new automated workflows across different departments
- Provide procedure and policy documentation to support the operation of existing or new processes
- Design, document, and execute controls necessary for SOx compliance for new processes or technology implementations



Project Management Office (PMO) Support

- Act as Project Manager and/or Business Analyst for small to medium sized projects
- Support the PMO as process subject matter expert for large scale projects

Analytics & Reporting

- Creation, maintenance, and troubleshooting of reports in Microsoft Excel and PowerBI to provide insight into Burford's business and performance using techniques such as PowerQuery, pivot tables, charts, graphs, etc.
- Design, build and execute template-based forms and reports in Microsoft Word, Microsoft Flow, and Adobe PDF
- Enrich existing data sets to produce required data visualizations; contribute to discussions of how to collect, track, and store new data requirements
- Collaborate with, and coordinate between, technical resources and end users to understand and develop and test new and upgraded reports

SKILLS DESIRED

Qualifications & Experience

- 2-4 years of experience in project management, business analysis, process improvement or other comparable role involving documentation and oversight of change projects or similar demonstration of high-quality organizational skills and willingness to learn new skills
- Strong written communication skills: emails, presentations, process documentation, project requirements/issues/documentation, reporting
- Strong Microsoft Office skills, particularly with Excel, and willing to learn and expand capabilities
- Experience in the legal, finance, consulting or other professional service industry a plus
- Experience with iManage or other document management system a plus
- Experience with Salesforce and/or willingness to learn and expand Salesforce capabilities
- Experience with SQL and/or data visualization a plus

Core Competencies & Skills / Personal Attributes & Fit

- Solutions driven problem solver with insight and optimism
- Proactive and able to work independently to manage multiple projects (large and small) and deadlines simultaneously with minimal oversight
- Curious about how things work and how to make them better; able to learn new concepts, technology platforms, tools and techniques quickly
- Critical thinking and creativity: find novel ways to solve business challenges



- Highly organized and able to organize others, even in the absence of direct authority; strong interpersonal skills to manage resources at all levels of seniority and collaborate and build relationships across the business
- Analytical mindset: comfortable manipulating numbers, structuring, analyzing, and displaying qualitative and quantitative data
- Versatile, comfortable contributing in almost any discipline and acting as translator across different departments/functions.
- Comfortable in a fast-paced environment where intellect and integrity are highly valued and respected
- Experience in a small, lean environment with work across different business units and functions; willingness to “do it all” when you have the skills and ability

Other Requirements

- No travel is required for this role.
- This role is hybrid with several in-office days expected weekly

Salary: \$65,000 - \$90,000

Notice of Collection of Personal Information:

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

