



Burford Capital (UK) Limited  
Compliance Paralegal  
London, UK

Burford Capital is a leading global finance and investment 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 London Stock Exchange, and it works with law firms and clients around the world from its principal offices in New York, London, Chicago and Singapore.

The Firm 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.

The role will report to UK Compliance Counsel and be based in Burford's London office.

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

## COMPANY OVERVIEW

Burford is experiencing significant business growth and is consequently expanding its global team.

Change - and the uncertainty and alterations in course and priority that accompany change - is a constant in Burford's business. We welcome team members who are enthusiastic about leading a rapidly developing market and who are comfortable with the ambiguity and uncertainty that can accompany change and innovation.

Even as we grow, Burford has maintained a startup work environment that is fast-paced and "always on." We have also retained a small company culture: team members are creative, resourceful, curious, confident and ready to pitch in and thrive without the infrastructure and hierarchies of a large company. At Burford, everyone rolls up their sleeves to perform and engage collectively for the overall success of the business.

We value strong communication skills. Burford operates in a geographically dispersed fashion; our team collaborates across multiple locations by relying heavily on email and conference calls to communicate. A willingness to engage substantively and the capacity to distill complex ideas cogently and persuasively in written form as opposed to just orally are core to the firm's culture and critical for fit and success.

Burford pays base salaries consistent with the financial services industry and favors incentive compensation to reward performance.

## POSITION REQUIREMENTS

### ***KYC, Anti-Money Laundering (AML) and Sanctions Program***

- Handling inbound and outbound matters requiring KYC
- Responsible for managing the Firm's global sanctions screening program. Using Thomson Reuters WorldCheck, Compliance Paralegal is tasked with screening all new client and vendor relationships against global sanctions list
- Identify and escalate all matters requiring further review in accordance with program protocol
- Maintain all necessary logs and files related to KYC, AML and sanctions matters
- Liaise with Thomson Reuters to troubleshoot system issues and/or seek opportunities to enhance screening capabilities
- Assist with periodic policy and procedure review

### ***Conflicts of Interest Program***

- Handling inbound and outbound matters requiring conflicts screening
- Identify and escalate all matters requiring further review in accordance with program protocol
- Maintain all necessary logs and paperwork related to conflicts of interest matters
- Assist with periodic policy and procedure review

### ***Corporate Secretarial Support***

- Assist in coordinating the Firm's ongoing needs as to subsidiary governance and other corporate secretarial matters together with the Firm's relevant external corporate administrators in Guernsey and elsewhere

### ***Other Legal and Compliance Support***

- Assist Legal team in responding to litigation discovery requests
- Assist generally with record retention matters, in accordance with regulatory and/or litigation matters
- Support the legal and compliance teams as needed on other matters relating to the business, operations, policies and procedures of the Firm.

## SKILLS DESIRED

### *Qualifications & Experience*

- Law degree and/or element of legal training/experience in a leading law firm desirable
- Experience requirements
  - Minimum of 2 years of experience supporting a Legal and Compliance team
  - Financial industry and/or legal industry experience desired

### *Core Competencies & Skills / Personal Attributes & Fit*

- Competencies and Skills
  - Analytical
  - Communication
  - Project management
- Values, personal style and character attributes
  - Role requires a person who is able to work diligently and efficiently.
  - Self-sufficient and assertive, the Compliance Paralegal must be able to organize and lead critical functions in a fast-paced environment Takes initiative to follow up with colleagues on requests for information in a timely manner
  - Persistent and agile. Able to plug in to help with a variety of new scenarios
  - Excellent communication and judgment. Able to effectively communicate requests in a thoughtful and concise manner

### *Other Requirements*

- Experience working with Thomson Reuters WorldCheck, Smarsh, Salesforce, and/or iManage a plus
- Remote work not permitted

## SUMMARY

The Compliance Paralegal will be the valued operational/shared services leader of the firm's UK office and will have a seat at the table with the legal & compliance team when setting 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/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 that Burford's business is located at the unique intersection of finance and law, it is an excellent opportunity for a savvy paralegal seeking an "outside the box" position to enjoy applying his/her ingenuity and creativity to solving challenges as they arise.



New York  
London  
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