



Collaborate to innovate

## FINANCE & DEPLOYMENT ADMIN SUPPORT

### JOB DESCRIPTION AND PERSON SPECIFICATION

#### About the EIC

The EIC (Energy Innovation Centre) is a not-for-profit organisation working in partnership with the UK's gas, electricity and water utility companies. We are established, expert and highly reputable in the energy and utilities sector.

We connect industry with a global community of 7000+ innovators / SMEs to explore the challenges that impact our collective future and find new ways of working that will better meet the needs of our communities.

Linking industry with innovators, we accelerate the Discovery, Development and Deployment of innovation across the energy landscape, with the aim of securing a safe and sustainable future for everyone in a net-zero carbon world.

We discover bright ideas, bring the right people together to develop and explore the challenges that are being faced, and procure the deployment of game-changing projects that shape shared goals.

You can find out more about the work of the EIC here: <http://www.ukeic.com/>

#### About the Role:

Thanks to continued growth and success, we have a vacancy for a Finance & Deployment Admin Support.

EIC's finance team works as part of the Deployment division of the business and is responsible for the company's financial management and control.

We are looking for an enthusiastic candidate to provide the finance team assistance with its daily tasks, and also to provide admin support where required to the wider Deployment team; which is overseen by the EIC's Company Secretary & Deployment Workstream Lead.

Working closely with the EIC's Financial Controller and Finance Assistant, the ideal candidate will have experience of working within a finance team of a company and be familiar with providing administrative support as part of a finance function. Tasks that you will assist the finance team with, using the business' SAGE accounting system and other established processes, will include the following:

- Raising sales invoices in accordance with project contractual terms.
- Ensuring sales invoices are booked into SAGE.
- Supporting account reconciliations for reporting purposes.
- Ensure supplier payments are processed in accordance with payment terms.
- Post daily bank movements to the appropriate SAGE ledger.
- Communicate internally to ensure smooth management of the system.
- Setting up new accounts for partners and/or suppliers.
- Assisting with payroll and tax administration.

Previous experience of the SAGE accounting system is desirable; however training can be provided if you do not have this experience.

Administrative support that you may be required to provide to the wider Deployment team from time-to-time will likely also include:

- Providing general administration support.
- Filing and copying of confidential documentation.
- Liaising with members of the Discovery & Development divisions of the EIC on Deployment matters.
- Assisting the Company Secretary & Deployment Workstream Lead with tasks relating to their role as Legal Counsel for the business (including updating contracts registers and legal documentation).
- Attending meetings with Deployment team members to support in taking notes or minutes.

## Person Specification

### *Essential*

- Experience of working within a business' finance team.
- Good understanding of finance team operations and terminology.
- Previous experience undertaking administrative / document support.
- Excellent administration skills and extremely organised.
- Able to hit the ground running and multitask.
- Keen eye for detail and accuracy.
- Able to time manage effectively to meet deadlines.
- Strong communication skills – both verbally and in writing.
- Proactive and motivated with excellent initiative.
- Excellent IT skills and proficiency with Microsoft Office package (including Excel).

### *Desirable*

- Available for an immediate start or on short notice.
- Knowledge of the energy sector.
- Understanding of a business' legal requirements and/or eagerness to learn.
- Experience of dealing with innovative / SME businesses.
- Willing to undertake some UK based travel if required for meetings or event attendance.
- Familiar with use of a finance system, preferably SAGE.

## Benefits:

We are offering an excellent pay and benefit structure for the successful applicant:

- Salary: up to £23,000 depending on skills and experience.
- 25 days annual leave (in addition to Bank Holidays).
- 10% employer contribution into a non-contributory personal pension plan.
- Free Parking.
- Office Hours 09:00 – 17:30 Monday to Thursday, 09:00 – 16:00 Friday (part-time and/or flexible working hours may be considered for the role if requested).

**To be considered for this role, please send a CV and a covering email detailing why you are the right person for the job to Company Secretary & Deployment Workstream Lead, Craig Sapio:**

**Craig Sapio**

**Company Secretary & Deployment Workstream Lead**

[craigsapio@ukeic.com](mailto:craigsapio@ukeic.com)

**The provisional closing date for applications is 06 March 2020.**