

Job Specification

Office & Finance Manager

Role : Office & Finance Manager
Reporting to : Director Finance & Compliance & Director Broking Operations
Position : Part-time role – hours & number of days per week to be agreed
Location : Sandyford Business Park, Dublin 18

About EBI

Energy Broking Ireland (EBI) is a start-up company specializing in the provision of an online electronic platform for the trading of energy products (natural gas and electricity) in Ireland. EBI was founded in 2015 and started its commercial operations in October 2017.

EBI's role is to introduce large consumers and producers of energy to each other on a trading platform and enable them to buy and sell with each other. EBI obtains a fee from its customers for providing such service.

EBI has a small customer base of 10-15 companies, but we expect this number to increase by another 5-10 companies over the next 6-12 months.

EBI's current employees are Martin Regan and Dermot O'Kane (the co-owners and Directors) and a student, working on a part-time basis.

EBI has undergone a significant expansion of its business in the last 3-4 months and is in the process of widening its offer to its customers in terms of energy products and in terms of geographical coverage. This will entail a significant increase in personnel numbers and the office infrastructure will need to be improved.

The business has therefore now reached a stage where it requires an enthusiastic Office & Finance Manager to provide essential structure to the company & its Directors and to manage effectively its growth.

The Role – Key Components

Provide support to the Directors in the operation of EBI in the daily operation of the EBI office and maintenance of the company accounts. In particular:-

- Invoicing of customers on a monthly basis
- Payment of a limited number of invoices from services/goods supplied to EBI
- Monitoring the company bank account for payments/receipts
- Recording of company's transactions
- Preparation of budgets
- Monitoring of financial performance against budget, providing cash flow forecasts and preparation of monthly management accounts
- Dealing with Trade Notifications and associated data transfers with customers in respect of transactions concluded on the electronic platform
- Providing back-up to customers who may require assistance with interacting with the trading platform
- Ensuring that employees are provided with necessary equipment and facilities to carry out their roles (office supplies etc).
- Daily reporting of transactions to ACER (European Energy Regulator)
- Development, updating and maintenance of EBI's website
- Miscellaneous other tasks

Providing the Directors with assistance in the development of the business. In particular:-

- Assisting in a review of the office facilities to meet increased personnel numbers
- Assisting in developing the requirements for increased computer networking capacity/structure and supervision of implementation of necessary improvements by contractors
- Reviewing current office procedures and processes to ensure they are fit for increased level of activity

The Candidate

- Experience of working in an Office Manager role
- Proven experience of dealing with simple accounting procedures/processes
- Experience of working with Microsoft Office suite of programmes (Outlook, Word, Excel and Powerpoint)
- Demonstrate enthusiasm, flexibility, positive attitude and communication & interpersonal skills
- Ability to work closely together in a small start-up team, but also to work independently when required

- Possess excellent organisational and time management skills
- Possess self- management skills and self-motivation, with ability to plan, prioritise and handle routine work without supervision
- Ability to interact effectively and pleasantly with EBI staff and its customers
- Willing to accept new challenges and learn

As EBI's activities are associated with trading activities, which are heavily regulated, there is a preference for the candidate who has worked in a risk management/compliance environment.

In the event the candidate would be willing/able to undertake a risk/compliance manager role for EBI under MiFID II regulations, the role could become a full-time position.

EBI's Offer

- Will provide a pleasant, respectful, challenging and exciting work environment
- An informal, small company, entrepreneurial start-up environment
- A part-time position, amounting to 15-20 hours/week, with flexibility in working hours and working days, which could suit a candidate with other outside work commitments.
- Flexibility in holiday arrangements
- A pleasant office location, avoiding a commute to a central Dublin office
- Competitive salary package.

EBI would prefer the candidate to be available to take up the role from early September 2018.

If you are interested to obtain further details on this role, please contact either Dermot O'Kane (dermotokane@ebi.ie) or Martin Regan (martinregan@ebi.ie).