

The Company

Aurora Energy Research provides data driven intelligence for the global energy transition. Our core belief is that rigorous modelling, rooted in robust theory and supported by detailed data, yields powerful insight over the medium- to long-run. Unquestionably independent, our analysis is designed to inform our clients' critical decisions.

Aurora was founded in 2013 by five University of Oxford Professors, who have decades of experience at the highest levels of academia and energy policy. It is now a thriving, rapidly-growing company of over 70 staff based in Oxford. Demand for our services is immense, in the UK and abroad, and we expect to grow to over 100 staff in the next few years, having opened our first European office in Berlin in 2016. Our clients include many of Europe's major energy market participants.

Operations Analyst

We are seeking a master multi-tasker for our fast-paced and thriving company based in Oxford. This diverse role is an exciting opportunity with excellent long-term prospects for someone who wants to grow with the company. Successful candidates will be responsible for providing a wide range of operational and financial support in a fast paced and changing environment. Reporting to the Operations Manager you will proactively assist the Operations function to continuously improve the business capabilities and operational processes.

You will support the operations department, maintain administrative procedures; recommend changes as appropriate, and maintain the operational and financial record-keeping systems. You should be able to work independently and be flexible to changing deadlines. The Operations Analyst should be capable of dealing with people at all levels. Reliability and adaptability are vital for this role together with excellent interpersonal, organisational and communication skills.

Key responsibilities will include:

Finance

- End to end management of the credit control process and reporting
- Support to the Finance Manager with month end processes and during the quarterly forecast and annual budget cycles
- Development of project reporting analysis by designing and implementing processes / data capture
- Support with ad hoc finance requirements and projects as required

Operations

- Facilities management including liaising with the tenant's association, landlord's agent and external contractors to rectify any issues with the building
- Support to the Operations Manager with office management requirements
- Ownership of internal project & time recording systems to include delivering reporting capabilities to the business
- Team Assistant duties for the Modelling team – arranging travel & meeting requirements as necessary
- Support with internal IT requirements and adhoc projects as required
- Adhoc support to the Operations team as required

HR

- Recruitment support to the HR team – management of the recruitment process, ensuring CV's are sent to the relevant recruiting manager, timely feedback is provided to candidates and arranging interviews.
- Onboarding support and new joiner induction management for timesheet and expense reporting
- Support with ad hoc HR requirements and projects as required

Required attributes:

- Experience in operations or finance or a higher-level administrative role
- A self-starter who can work with minimum supervision and hit the ground running
- Ability to multi-task and re-prioritise in a fast-paced and demanding environment
- Resourceful and tenacious in approach to problem solving
- Excellent PowerPoint, Word and Excel skills
- Exceptional organisational skills
- Versatility, ambition & a desire to be challenged
- Ability to communicate confidently and effectively with high-level executives
- Flawless attention to detail and a professional etiquette

Applicants should send their CV and a covering letter to applications@auroraer.com. Please state your earliest possible start date.