

The Company

Aurora Energy Research is a young, dynamic and fast-growing energy analytics company. We provide data-driven analytics on European and global energy markets that help our clients navigate the global energy transformation.

Founded in 2013, Aurora is now a thriving, rapidly-growing company of over 90 staff with offices in Oxford and Berlin. Demand for our services – spanning subscription research and consultancy – is immense, in the UK and abroad. We currently serve over 200 of Europe's most influential energy sector participants, and we expect to grow beyond 150 staff over the next 18 months.

Planning & Resourcing Coordinator, Oxford

The Planning and Resourcing Coordinator will be responsible for providing solutions for the consulting team. This will include working with the leadership of the consulting team on a range of topics: resourcing requirements, project reporting, internal team management, and commercial contract management. Working in a fast-paced and dynamic environment, the key elements are to manage the end-to-end process of resource planning and commercial contracts. You will be embedded in the consulting team and work with their leadership group as a critical resource and source of advice.

The role will be expected to build and maintain excellent relationships across all of Aurora, requiring confidence in managing relationships with people at senior levels within the company and externally, along with the ability to work independently, have high attention to detail, and be able to adapt to a fast-moving environment.

You must have excellent organisational skills and be a confident communicator, IT and problem-solving skills are vital. Previous experience working within an Operations or Finance Department would be an advantage.

This is a chance to gain experience within an organisation where individuals thrive on change and to work within an innovative and growing SME.

Key responsibilities:

- Forecasting and reporting consulting team resources, providing regular updates to the Head of consulting and Project Leaders in the consulting team
- Reviewing and challenging project budgeting requirements and ensuring project spend is tracked effectively
- Liaising with clients to ensure commercial documents are completed and returned with all supporting documentation in a timely manner, with a key focus on financial accuracy and commercial awareness
- Being a first-line point of contact for all resource & contract-related queries
- Supporting preparation and coordination of proposal documentation
- Coordinating consulting client meetings where there are complex logistics

Key Attributes:

- A-Level equivalent or above
- Excellent verbal and written communication skills
- Excellent interpersonal skills with ability to build relationships at all levels
- Ability to ensure quality of work; professionalism at all times
- Strong team player; supports colleagues and shares knowledge
- Attention to detail
- Adept at managing a varied workload
- Proven work experience within an Operations or Finance department is desirable

The successful candidate would start as soon as possible. We will review applications as they are received.

Salary will be commensurate with experience. Applicants should send their CV and a brief cover letter to applications@auroraer.com. Please state your earliest possible start date.