

The Company

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

Founded in 2013 by a group of University of Oxford academics on the premise that technological progress, and policies tackling climate change, render energy markets increasingly complex, but that this complexity yields to rigorous, sophisticated analysis and modelling.

Aurora is now a thriving, rapidly-growing company of over 100 staff with offices in Oxford, Berlin and Sydney. 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.

Temporary Finance Assistant (Part time)

Aurora seeks an immediately available assistant whose principal role will be to assist the Bookkeeper in: maintaining administrative procedures; recommending change as appropriate, and maintaining the financial record-keeping systems. You should be able to work independently and be flexible to changing deadlines. The Temporary Finance Assistant 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.

Previous experience working within a similar role or within a Finance team would be an advantage.

Key responsibilities:

- Completing bank reconciliations
- Monitoring daily cash movements

- Postings into Sage 50
- Updating debtors and reconciling to Sage 50
- Reconciling credit card spend
- Processing purchase invoices
- Processing staff expenses
- Credit control
- Support with data gathering requirements for the ERP implementation
- Support to the Finance team with all necessary ad hoc tasks and wider Operations team as required

Key Attributes:

- A self-starter who can work with minimum supervision and hit the ground running
- Excellent time management, administration and organisational skills
- Excellent MS skills particularly Outlook, Excel and Word
- Flexible approach to work with a can-do attitude, with the want to deliver outstanding work on everything
- Willingness to proactively take on new tasks
- Ability to use initiative, forward think and work under pressure
- Ability to work to deadlines and manage conflicting priorities
- Attention to detail and adept at managing a varied workload
- Previous bookkeeping knowledge and/or experience at an equivalent sized company is desirable
- Proven experience and understanding of purchase and sales ledger, cashflows, bank reconciliations and credit control is desirable

This is a part-time role, Monday to Friday initially for 6 months and the successful candidate would start as soon as possible. We will review applications as they are received. Salary will be competitive. To apply, please click on the following [link](#). Please state your earliest possible start date.