



### **Fixed Term Contract (Until January 2027)**

<b>Title:</b>	Senior Investment Adviser (Repayable Instruments)
<b>Grade:</b>	Level E
<b>Department:</b>	Scaling Finance
<b>Business Unit:</b>	Investment Solutions
<b>Reporting to:</b>	Department Manager
<b>Location:</b>	Eastpoint, Dublin
<b>Contract Duration:</b>	Fixed Term – Until January 2027
<b>Job Reference:</b>	<b>EI.008.26E</b>
<b>Salary:</b>	€81,475
<b>Closing Date:</b>	Wednesday, 4 <sup>th</sup> February 2026

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**Applicants must have employment eligibility to work in Ireland and be available to work in the Enterprise Ireland location specified for the role.**

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### **Background**

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 220,000 people across Ireland, make a significant contribution to the Irish economy nationally and regionally.

Our strategy, 'Delivering for Ireland, Leading Globally 2025-29', is focused on supporting Irish business to accelerate sustainably and increasingly contribute to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

### **Role Purpose**

The Investment Solutions Division is responsible for the management of Repayable Instruments and Equity Investments made by Enterprise Ireland as a direct investor and through investment as a Limited Partner into Venture Funds. The key objective is to support the delivery of maximum impact on companies' development, financial performance and economic outcome.

The role of the Repayable Instruments Team is to manage the Repayable Instruments Portfolio, ensuring all investments are managed in accordance with investment agreements and established processes. The Senior Investment Adviser will be responsible for overseeing the repayment of investments made under the Sustaining Enterprise Fund (SEF) and under Enterprise Ireland's Preference Share Investment Agreements.

This role will involve providing financial analysis and reporting on all relevant investments and divestments, with a particular focus on managing the repayment of Enterprise Ireland's investments and supporting the financial structuring or rescheduling of company repayments. A key responsibility will be managing the decisions and consents required for the effective ongoing management of Enterprise Ireland's repayable investments.

## **Key Deliverables**

- Manage a Repayable instrument portfolio with responsibility for portfolio management which includes consent matters, compliance of legal agreements, repayment reviews with clients, annual impairment and valuation, repayment rescheduling and IT system changes.
- Carry out detailed financial assessments to evaluate the company's repayment capacity. Support the development and implementation of restructuring options to ensure sustainable and timely repayment.
- Work with a panel of financial experts to support financial assessment of companies within the portfolio.
- Liaise with Enterprise Ireland sector teams to ensure developmental input into repayment decisions are prioritised.
- Manage an External Service Provider (ESP) and co-ordinate engagement with the service provider to ensure appropriate resourcing and management systems are in place.
- Prepare reports for the Executive Committee and Investment Portfolio Review Committee (IPRC) on a quarterly basis.
- Prepare and present repayment and divestment cases for the repayable portfolio at relevant internal committees.
- Coach and mentor colleagues within the team as required and share knowledge and expertise with the wider Enterprise Ireland team.
- Ensure that Enterprise Ireland maintains the highest levels of Corporate Governance and accountability through the use of effective investment system, reporting procedures and controls.

## **Functional Competencies (Key Skills and Knowledge)**

- Demonstrated skills and experience in the financial assessment and analysis of businesses from a funding and commercial perspective is essential, in particular experience in Banking or Equity.
- Excellent financial and analytical skills, combined with a professional accounting or finance qualification, is essential.
- Skills and experience in identifying critical commercial issues in business/investment cases, and effectively communicating, evaluating and resolving these issues with colleagues and clients, is essential.
- Excellent negotiation skills are essential.
- Proven experience in preparing and presenting business/investment cases to senior management is essential.
- Experience of working with an External Service Provider is desirable.
- Track record in managing investment/loan portfolios and knowledge of using technology systems for portfolio management.
- Strong networking, relationship management and influencing skills with a proven track record of developing and managing relationships with relevant stakeholders.
- Excellent communication skills, with the ability to communicate clearly, confidently and effectively both verbally and through written communication.
- A track record of results through leadership, coaching, team-working and active knowledge-sharing.

## **Enterprise Ireland Behavioural Competencies**

### **Results Focused**

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

### **Teamworking**

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

### **Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

### **Acting / Leading with Integrity**

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas

### **Networking**

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

### **Developing Yourself & Others**

Creates an environment that enables others to excel in terms of job performance.

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## **Salary Scale**

### **€81,475 to €100,064 per annum contributory superannuation**

Rising to €106,220 by long service increments

### **€78,696 to €95,058 per annum non-contributory superannuation**

Rising to €100,909 by long service increments

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to

satisfactory performance, increments may be payable in line with current Government Policy.

\*\* Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. \*\*

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### **Application and Selection Process**

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of the supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.008.26E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received **on or before Wednesday, 4<sup>th</sup> February 2026**.

All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON WEDNESDAY, 14<sup>TH</sup> JANUARY 2026.**

***Enterprise Ireland is an equal opportunities employer***

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