

Fixed Term Contract (Until January 2027)

Title: Investment Adviser (Repayable Instruments)
Grade: Level D
Department: Scaling Finance (Repayable Instruments Team)
Business Unit: Investment Solutions
Reporting to: Department Manager
Location: East Point, Dublin
Contract Duration: Fixed Term to January 2027
Job Reference: EI.101.25E
Salary: €51,511
Closing Date: Friday, 18th July 2025

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

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 supports through direct investment and through investment as a Limited Partner into Venture Funds. Enterprise Ireland is currently ranked as one of Europe's most active Venture Capital Investors by PitchBook. 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 to ensure all investments are managed in accordance with investment agreements and processes. The Investment Adviser will play a key role in a significant deliverable of the Repayable Instruments Team, which is to ensure the repayment of the investments under the Sustaining Enterprise Fund (SEF) and under EI's Preference Share Investment Agreements.

The Investment Adviser will assist and support the provision of appropriate commercial, financial analysis and reporting on all relevant investments and divestments, with a particular focus on managing the Repayable Advance portfolio and associated financial structuring/rescheduling of company finances. The Investment Adviser will be supported by a Senior Investment Adviser on the team.

Key Deliverables

- Assist and support the Senior Investment Advisers with the management and monitoring of a portfolio of Repayable Instruments. This includes financial analysis of audited accounts and cashflows, consent matters, compliance of legal agreements, repayment reviews with clients, annual impairment and valuation, repayment rescheduling and IT system changes.

- Assist with reviews of Repayable Instrument agreements in line with Enterprise Ireland policy and negotiations with client companies as necessary.
- Assist the Senior Investment Adviser in progressing post review decisions.
- Prepare and present repayment and divestment cases for the portfolio at relevant internal meetings and committees.
- Engage and interact with relevant internal and external stakeholders, ensuring effective communication of Repayment decisions.
- Engage with external services provider with regard to reporting, process mapping and support.
- Assist with the annual valuation of portfolio companies that have received investment from Enterprise Ireland.
- Ensure that all work is carried out in accordance with the highest levels of due diligence, corporate governance and abiding by State Aid rules.
- Support the OPEQ Executive to maintain the team's information systems, in particular the OPEQ system, to ensure the system reflects all investment interactions, both new investments and current investments, and reports accurately on all equity tasks including invoicing, validation, equity maintenance and exits. (OPEQ is the Unit's equity portfolio management system).

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, ideally with experience in Banking or Equity.
- Negotiation skills, ideally in the context of SME company negotiations, is essential.
- Significant experience in MS Excel (or similar analysis tool) for data analysis is essential.
- Knowledge and understanding of early stage investing and equity products.
- Knowledge of legal and commercial aspects associated with equity investments.
- Knowledge/experience in preparing and reviewing legal agreements.
- Ability to develop a strong understanding and knowledge of Enterprise Ireland's investment policies and processes.
- Proven experience in preparing and presenting business/investment cases to senior management.
- Strong verbal and written communication skills to ensure effective engagement across all relevant stakeholders.
- A strong team-player with the ability to work on own initiative and respond to tight deadlines.
- A professional qualification in accounting, finance or a related business discipline is desirable.

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 look out 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.

Salary Scale**€51,511 to €73,985 per annum contributory superannuation**

Rising to €75,763 by long service increments

€49,209 to €70,394 per annum non-contributory superannuation

Rising to €72,083 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. **

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 supporting document (maximum 2 pages – template attached) 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 your supporting document accompanying your CV.

To apply for the position, please send a detailed CV and supporting document quoting reference number **EI.101.25E** to HRConnect@enterprise-ireland.com to be received **on or before Friday, 18th July 2025**.

N.B. 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

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON MONDAY, 30TH JUNE 2025

Enterprise Ireland is an equal opportunities employer

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