

Title: Senior Investment Adviser
Grade: Level E
Department: New Investments
Business Unit: Investment Solutions
Reporting to: Department Manager, New Investments
Location: East Point, Dublin
Job Reference: EI.130.25E
Salary: €81,475
Closing Date: 29th September 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', will focus 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 New Investments team plays a pivotal role within Enterprise Ireland (EI), with responsibility for structuring, analysing and completing all equity investments into EI clients. The team is responsible for leveraging EI's investment to enable Irish companies to access 3rd party funding, thereby driving their growth from pre-seed to scale. By working closely with EI clients, the New Investments team shape their funding journey and provide a stable capital base that empowers EI clients to scale effectively.

The Senior Investment Adviser will play a key role in supporting the growth of Irish enterprises. This role will have responsibility for supporting first time equity investment propositions and developing the investment proposition for follow-on investments, managing the investment process from due diligence to closing. The role requires building strong stakeholder relationships and will contribute to the continuous improvement of investment processes.

Key Deliverables

- Collaborate closely with Enterprise Ireland sector teams to source first time startup (HPSU) investment opportunities
- Support colleagues in sector teams in preparing first time HPSU equity investment propositions for approval by Enterprise Ireland's Investment Committee, specifically in relation to the client's investment journey and the EI investment approach.

- Proactively engage with sector teams to ensure the early identification of potential follow-on investments. This will involve the assessment of traction since the last investment, the opportunity and timing of any follow-on investment and the shape of the next investment round.
- Develop and prepare the investment proposition for follow-on investments for approval by Enterprise Ireland's Investment Committee.
- Conduct appropriate commercial, financial, legal and State-Aid due diligence on Enterprise Ireland's equity investments.
- Lead the investor terms meetings with clients and investors, clarifying EI's Equity Terms & Conditions and negotiating any variance to standard terms as is necessary.
- Lead the closing of all new and follow-on investments in companies, working in close collaboration with the legal team (in-house and external legal services).
- Contribute to the gathering of market insights on the funding landscape and provide information to clients and Enterprise Ireland colleagues on the investment process and the various types and sources of funding available.
- Provide market insights and knowledge of investment process to clients.
- Build strong networks and relationships externally with key stakeholders and with relevant Enterprise Ireland colleagues across the organisation to develop a highly professional integrated approach to supporting companies.
- Drive and implement continuous process improvement of equity investment processes.
- Coach and mentor colleagues within the team as required and share knowledge and expertise with the wider Enterprise Ireland team.
- Engage with clients on their preparation to source funding and provide feedback on how to enhance investor engagement.
- Contribute to the continual development and review of EI's Investment Strategy.

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.
- Excellent financial and analytical skills with a third level financial qualification, or a business degree with a financial focus combined with relevant financial experience, is essential.
- Knowledge and understanding of key financial challenges faced by companies as they develop and grow internationally and a demonstrated in-depth knowledge and understanding of how to ensure they have the appropriate financial structures in place to meet these challenges is essential.
- Ability to identify critical commercial issues in investment cases (with an emphasis on early-stage companies) and to effectively communicate, evaluate and resolve these issues with colleagues and clients is essential.
- Experience in the preparation and presentation of business/investment cases to senior management.
- Experience working directly with early-stage companies to help them scale, either from inside the company or in an advisory capacity
- Ability to work with a range of businesses in helping them develop their strategic plan, identify their funding gap and prepare them for engaging with potential investors (equity and debt).
- Knowledge of the various funding options, both equity and debt (e.g. VC / PE / Venture debt etc.) available in the market.
- Knowledge of Term Sheets and the equity investment process in start-ups and SMEs.
- Experience in MS Excel (or similar analysis tool) for data analysis.
- A credible track record in proactively building and developing business networks and relationships, both internally and externally, with colleagues, companies and relevant stakeholders.

- Excellent oral and written communication skills, with strong report writing ability and presentation skills.
- Demonstrable experience of achieving results through team-working and active knowledge-sharing.
- Strong project management skills and organisation skills with experience in managing multiple activities with competing priorities to meet demanding deadlines and deliver results.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be 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 EI 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

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

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 you and others to excel in terms of job performance.

Salary Scale:**€81,475 - €100,064 per annum contributory superannuation**

Rising to €106,220 by long service increments

€78,696 - €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. **

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.130.25E** to HRConnect@enterprise-ireland.com to be received **on or before Monday, 29th September 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 WEDNESDAY, 5TH SEPTEMBER
2025.**

Enterprise Ireland is an equal opportunities employer

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