



Energy Auditor – Job Description

Location: Wallington, Surrey

Hours: Full time, permanent

EIC Partnership is an energy solution consultancy whose core product offering is gas and electricity supply contract procurement for the small and medium-sized business universe. Working in partnership with many of the top energy suppliers, EIC Partnership operates across many sectors helping business customers save money on their gas and electricity bills by either finding them the best deals, or helping them to be more energy efficient.

Key Responsibilities:

- Obtain a track receipt of energy invoices on a monthly basis.
- Input both group and singular invoices into energy database
- Develop an understanding of billing elements
- Analyse and assess the accuracy of energy charges
- Issue weekly, monthly and ad hoc reports
- Liaise with suppliers to raise and resolve invoice queries in a timely manner
- Identify process improvements that could develop and drive the business
- Communicate ongoing queries internally to the relevant parties.
- Adhere to standard operating procedures to ensure standards are met
- Attend training and develop relevant knowledge skills

Skills and Experience Required:

- Excellent problem solving and analytical skills.
- Ability to work accurately with a high volume of data.
- Microsoft Excel experience.
- Strong communication skills.
- Experience of working to strict deadlines
- Excellent organisational and time management skills.

London

Monarch House, 7-9
Stafford Rd, Wallington,
SM6 9AN

020 8836 3535

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Birmingham

3 Brooklands, Moons Moat Dr,
North Moons Moat, Redditch,
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01527 511 700

info@eic.co.uk



- Ability to build and sustain relationship with both internal and external parties.
- Knowledge of energy industry (desirable).
- Tenacity
- Previous experience of working in bill validation or a billing department (desirable).

How to Apply:

To apply for this role, please send a copy of your CV to jobs@eic.co.uk.

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