



Scotmid 

POSITION PROFILE
Assistant Financial
Accountant



The Organisation	3
The Role.....	4
The Individual	5
Remuneration & Recruitment Process.....	6





Scottish Midland Co-operative Society Ltd is Scotland's largest independent co-operative employing around 3000 people in Scotland, Northern Ireland and the North of England. Its origins date back to 1859, when the first St Cuthberts store was opened.

Scotmid operates around 180 food convenience stores across Scotland; over 60 Semichem stores on High Streets throughout Scotland, Northern Ireland and the North of England.

Scotmid Co-operative Funeral Directors operate 17 branches throughout the central belt of Scotland, with a history that stretches back almost 100 years. Scotmid also has a Property Division which has an extensive commercial and residential portfolio.

Scotmid is an independent retail society, distinct from the Manchester-based Co-operative Group which also operates food convenience stores around the UK, including Scotland. However, together they form part of the Co-operative Movement, and there are trading ties between them regarding food purchases.





Job Title:	Assistant Financial Accountant
Reports to:	Financial Accountant
Location:	Edinburgh

Position Overview

The Assistant Financial Accountant role requires a high calibre finance professional who can support the Financial Accountant and the Financial Controller with the day-to-day financial management of the business. Key requirements will include monthly reporting, interim and year-end accounts preparation, VAT, Tax, and process improvement.

Reporting to the Financial Accountant, the position incorporates a blend of technical accounting, financial analysis and stakeholder management. This will be a varied role that requires an individual with first class commercial acumen and strong attention to detail.

Key areas of focus will include:

- Assisting with the interim and year-end process and liaising with audit teams where required
- Assisting with the month-end process, balance sheet reconciliations and control accounts
- Assisting with budgeting and forecasting process
- Assisting with the preparation of timely and accurate monthly management accounts and reports for operational management
- Financial analysis and interpreting complex financial information
- Assisting with working capital with specific attention to stock, debtors and creditor balances
- Providing ad hoc assistance with ongoing 'business as usual' statutory reporting tasks as appropriate
- Cash flow forecasting and review on an ongoing basis
- Ensuring deadlines/deliverables are met
- Identifying and implementing process enhancements
- Involvement in a number of ongoing and future projects
- Collaborating on various tax submissions including corporation tax and VAT, ensuring payments are paid in a compliant and timely manner



The Assistant Financial Accountant position requires a part qualified accountant or qualified by experience individual. Reporting to the Financial Accountant, this is a hands-on finance role that requires an individual with focus, tenacity, and a keen intellect. The ability to build relationships with and influence internal stakeholders is a key requirement, as is first class technical accounting skills. The role requires an individual who is flexible, robust, able to work on a variety of projects and is self-starting.

A summary of the key candidate requirements are as follows:

- ACCA/CIMA/CA (or equivalent) part qualified accountant or qualified by experience
- Capacity to interpret complex financial information
- Confident communicator with excellent inter-personal skills
- Strong analytical skills and technical ability
- High degree of accuracy and attention to detail
- Commercial thinking, drive, and professionalism
- First class problem solving and decision making
- Self-motivated and capable of developing in the current role over time





Salary: Competitive and in line with experience

Benefits: Full study support, pension contributions, holiday allowance and discount card

For more information on remuneration and the recruitment process, please contact Will Dodds or Noortje Teeuwen at Rutherford Cross.



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The Recruitment Process

- To find out more about the role, please contact Scotmid's retained advisors, Will Dodds or Noortje Teeuwen at Rutherford Cross by emailing wilddodds@rutherfordcross.com or noortjeteewen@rutherfordcross.com
- Selected professionals will then be invited to interview with selected shareholders and stakeholders
- All third-party applications, enquiries and direct approaches to Scotmid will be referred to Rutherford Cross