



Rutherford Cross



POSITION PROFILE

Finance Manager



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Welcome to The North British Distillery

We are a distillation and maturation business selling grain spirit which is used as the base for blended Scotch Whisky by many well-known brands. The Distillery is based in Gorgie (Edinburgh), and this site is responsible for the production of new-make spirit, producing a by-product of animal feed, and energy via an Anaerobic Digestion plant. Our main warehousing site is based in Muirhall (Addiewell, West Lothian), with 15 maturation warehouses and responsibility for bonding, storage and disgorging.

History of The North British Distillery

Founded in 1885, The North British Distillery Company Ltd (North British) is one of Scotland's oldest and largest Scotch Whisky producers. We originally operated under the structure of a co-operative until 1993 and are now owned as a joint venture between Diageo plc and The Edrington Group.

Supporting Local and Sustainability

North British Distillery is proud of our commitment to the community, actively supporting three local charities and ensuring our contributions make a meaningful impact. Additionally, we engage with our local high school, fostering future development of young people. Our dedication to sustainability is resolute, as we continually strive to reduce our environmental impact.





Job Title: Finance Manager
Reports to: Financial Controller
Location: Edinburgh

Position Overview

To assist the Company by supporting the Finance Director and Financial Controller in all aspects of financial management, including regulatory and financial reporting, ensuring the accuracy of the management accounts, budgeting and forecast preparation, as well as providing operational support to managers to financially manage the business.

Main Responsibilities

- Working as part of a team to ensure that all activities on site are carried out in accordance with the relevant work instruction, adhering to the necessary Company health, safety and environmental requirements and complying with all regulatory current legislation to maintain a safe working environment for all employees
- Maintaining an awareness of the regulatory and Company standards that apply to the role such as H&S, COMAH, Environment, HMRC, FEMAS (food & feed safety), ISO9001. Understand and act in accordance with the Site Emergency Response Plan in the event of an evacuation or major incident, and regularly participate in COMAH improvement activity
- Ensuring quality control over all reporting and financial returns, integrity of finance system, and compliance with current government legislation regarding reporting requirements (e.g. year-end statutory accounts) and tax filings (e.g. VAT) within designated time frames
- Provide support and key inputs to the annual budget and quarterly reforecasts, obtaining the relevant returns from budget holders, ensuring accuracy and completeness, and communicating final agreed budgets/forecasts to relevant managers and budget holders
- Line management responsibility for the payroll team. Providing both managerial support as well ensuring that overall payroll compliance and delivery is met. In addition, providing support to the Finance Director and HR Director with any payroll analysis requirements that may arise
- Responsible for all energy data including future requirements and historical checking. Preparation and recommendations for the monthly energy forecasting. Working alongside operational teams and the external consultants to provide effective information for hedging decision-making
- Maintenance of maize contracts reconciliation used/purchased in line with actual production to date and future production plans
- Communicating and interpreting financial data to non-financial managers and budget holders in a user-friendly manner depending on individual user understanding. Responding to ad-hoc enquiries as well as carrying out feasibility studies and budget analyses where required
- Support of UKETS submission and liaise with Environmental Manager / External Advisors





- Owner of capex control for the Edinburgh site preparing monthly forecasts and end of year projections for cash-flow purposes. Together with full reconciliation of historical spend and liaising with capital projects owners
- Preparation and submission of the quarterly VAT submission. Ensuring all entries are compliant with HMRC
- Production of the year end Statutory Financial Statements, supporting schedules and liaising with auditors for NBD, ESOP and JAR Macphail Accounts
- To maintain cash book and cash flow projections for the defined benefit pension scheme and report on the above as necessary to the Finance Director.
- Reconciliation of GPPP Pension Scheme monthly contributions, to ensure payroll deductions accurately reported in management accounts and agreed to the payment made to provider
- Reporting on company cereal stock and usage to AHDB (Defra) and management and development/automation of other required financial / statistical returns and spreadsheets
- Assist in continuous improvement initiatives within Edinburgh site supporting the Financial Controller in Site Steering Committee and ITF meetings
- To provide ad-hoc analysis as required by the Finance Director and Financial Controller
- To ensure able to provide cover for role of Assistant Management Accountant if necessary
- Undertake any training or qualifications that are required to fulfil your role competently and/or to meet changing legislative and safety requirements
- Any other duties that may reasonably be required in line with your contractual role





Thoughts on Preferred Candidate

The successful candidate will be a qualified accountant by training, highly proactive and keen to develop their knowledge base. Experience of working in manufacturing and FMCG environments would be desirable but not essential. Passionate about operating both independently and proactively in partnership with the wider business to promote financial awareness and confidence at all levels.

Technical Skills

- Fully Qualified member of an accountancy body or holder of similar accreditation (ACA, ACCA, CIMA etc.)
- Skilled in budgeting, forecasting and preparation of management accounts
- Strong IT skills, with demonstrable experience with Excel, MS Office, Word, Powerpoint
- Strong analytical and numerical skills, with the ability to input and interpret complex data using IT systems
- Management of people

Behaviours

- Ability to work both independently and also in teams, offering support to all different areas across the business
- Strong commitment to high standards of customer care and service delivery, to assist all non-financial managers
- Personal integrity and openness, with a commitment to confidentiality where required
- Approachable, enthusiastic, proactive and challenging
- Ability to engage and build positive relationships
- Strong operational interest





Salary:	Competitive and in line with Experience
Company Pension:	Generous pension contribution (employer contribution up to 15% based on employee contribution of 10%)
Holiday Entitlement:	Generous holiday allowance
Additional Benefits:	Private Medical Insurance, Life Assurance Cover, Electric vehicle scheme. Access to Profit Share, Business Scorecard Bonus Scheme and individual performance awards (subject to eligibility)
Location:	Edinburgh



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The Recruitment Process

- Initial interviews are with our retained advisor at Rutherford Cross Nadia Stahl
- First-round interviews are with Kerry Brown, Financial Controller
- Second-round interviews are with Fraser MacDonald, Finance Director
- Applications should be sent to Nadia Stahl (nadiastahl@rutherfordcross.com)
- All third-party applications, enquiries and direct approaches to North British Distillery will be referred to Rutherford Cross

