



POSITION PROFILE
Finance and Admin
Officer



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ALS is building the UK's leading dental manufacturing business. It was created in 2019 by Anzor LLP partners Peter Strafford and Peter Marson. They identified that the dental laboratory industry was on the cusp of transformation with the potential to improve products and solutions for dentists and patients whilst delivering significant growth and value by building a large dental laboratory group.

Dental manufacturing is undergoing a rapid transformation from a fragmented industry of small laboratories staffed by experienced dental technicians making crowns, bridges, and other dental products by hand to a world of digital workflows and large-scale automated production involving intra-oral scanning, 3D printing and robotics.

ALS's goal is to build the UK's leading, most innovative and technologically advanced dental manufacturing group, positively disrupting the industry and advancing its capability by integrating progressive businesses, advanced technologies and skilled people.

ALS currently has a revenue run rate of £40million with strong underlying EBITDA and is targeting revenues of £100million + by 2025. The company is currently expanding to have nationwide UK coverage and plans to enter the international laboratory market. ALS is on the acquisition trail, having grown from start-up at the end of 2019, to currently 23 laboratories, through a mixture of acquisition and organic growth in the Crown and Bridge, and Orthodontic segments. ALS has a strong pipeline of future acquisitions and new products that will continue to drive the rapid expansion and development of the group. It's very much an exciting time to be joining the business.

The business is led by CEO Tom Lavery, formerly Managing Director and Chairman of Johnson & Johnson Medical UK & Ireland and Kenny Burns, CFO.

More information on ALS can be found on their website: <https://als-dental.com/> and across their different digital channels: [LinkedIn](#), [Instagram](#), [YouTube](#), [Facebook](#), [Twitter](#).

Our Purpose

We create life-enriching Dental Health Solutions.

Our Vision

To build the UK's leading, most innovative and technologically advanced dental manufacturing group.

Our Mission

To transform our industry through the integration of progressive businesses, advanced technologies and skilled people.



Job Title:	Finance and Admin Officer
Reports to:	Kenny Burns, CFO
Location:	Glasgow (Hybrid & Flexible Pattern)

Position Overview

As ALS continues its growth, acquiring more labs across the UK, they have identified the need to appoint a Finance and Admin Officer to support the finance and admin function and support the business in the next phase of its growth journey.

The Finance and Admin Officer will be primarily responsible for the daily finance activity of the ALS Group Holding Company. The position will also support the Chief Executive and People Director in administrative duties as required.

In keeping with the expanding profile of the group – the ability to work accurately to tight deadlines and manage priorities is of great importance to this role.

Key Priorities of the Role

- Perform daily transactional processing for ALS Hold Co such as purchase and sales invoice processing
- Credit Card cost coding and reconciliation
- Expenses and month end journal processing
- Bank Reconciliation in Xero
- Raising all payments within NatWest for manager approval
- Maintenance of group motor insurance tracker and liaison with group broker
- Maintenance of ALS Group NatWest Bankline. Includes creating accounts for new acquisitions with associated role profiles

Support to CEO and People Director with administrative tasks as required covering:

- ALS Corporate Events organisation
- Offsite Management Meeting organisation
- DocuSign set up for contract signings
- People Director support with employee related data collection and reporting
- Registered Office mailbox monitoring and issuing of correspondence as appropriate around ALS group
- Other ad hoc admin support as required



Ideally, for this position ALS are looking to appoint an experienced bookkeeper who possesses strong communication skills and who is comfortable interfacing with senior stakeholders both internally and externally.

Desirable Criteria

- Basic Bookkeeping qualification advantageous
- Experience of working in a group environment
- Experience of a high-volume environment
- Strong Microsoft Excel skills
- Xero experience beneficial
- Experience of finance and administration activity within an SME environment desirable

Key Attributes and Behaviours

- Pragmatic and approachable in nature
- Growth mindset with excellent communication skills
- Has the ability to form strong working relationships remotely
- Flexibility to plan and prioritise a diverse workload
- Attention to detail





A highly attractive salary is on offer for this role commensurate with experience. The role will be primarily remote with occasional need to attend the Glasgow office.

For more information on the package or for an initial confidential discussion regarding this opportunity please contact Eilidh Graham at Rutherford Cross.



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The Recruitment Process

- First stage interviews will be conducted by retained consultant, Eilidh Graham of Rutherford Cross. Selected professionals will then be presented to ALS for consideration
- Shortlisted candidates will be invited to interview with David Kerr, Group Financial Controller and Kenny Burns, CFO
- All third-party applications, enquiries and direct approaches to the company will be referred to Rutherford Cross