

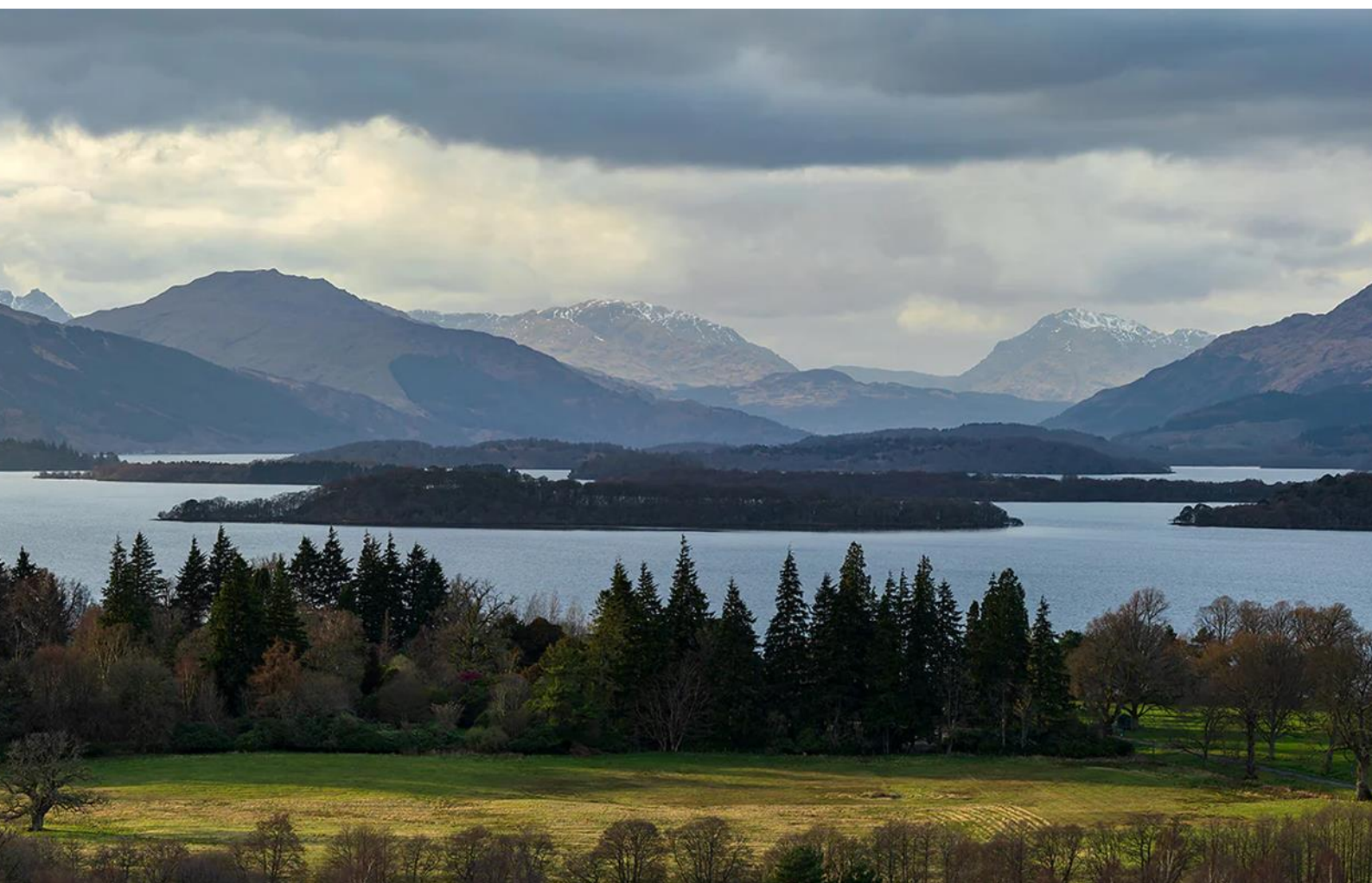


POSITION PROFILE

Accounts Assistant – Accounts Payable



The Company	3
The Role	4
The Individual.....	5
Remuneration and Recruitment Process	6





The Loch Lomond Group is an independent distiller and blender with an exceptional family of distinctive spirits and champagnes produced in iconic Scottish locations. Its heritage is amongst the oldest in the industry, with a history that goes back to at least 1772 with the founding of the Littlemill distillery.

The Loch Lomond Group markets a portfolio of the highest quality Brands including the finest Malt expressions such as Glen Scotia, Loch Lomond 'The Spirit of the Open'; quality whisky blends including Spearhead and Littlemill; Ben Lomond Gin, and the second most popular spirits Brand in the UK, Glen's Vodka.

2022 was a testament to Loch Lomond's significant growth trend. The business won numerous awards and are rated a Top 15 Global Whisky Brand. They are the only distillery in the world to have achieved both the highest accolade at the San Francisco World Spirits Competition and be crowned Scottish Distillery of the Year, an incredibly proud achievement for Loch Lomond Group and even more special that it was all accomplished within the same 12 months. It is a feat only possible for the very best, but at Loch Lomond Group they continue to show enthusiasm and ambition for Glen Scotia and Campbeltown to grow further.

Loch Lomond Group also has a strong international presence. The company have partnered with the R&A for the Open Golf Championship, becoming **"The Spirit of The Open"** since 2018 and partnering with the Scottish Professional Football League and the Rugby Super League.

Investing in continued rapid growth with a strong focus on their people and global partners, Loch Lomond Group continue to encourage development and growth within their own team, as well as externally. The business is building quality global brands and is focused on making hires that embrace the spirit of Loch Lomond Group and can make a positive difference in the business.

Scotch Whisky is a natural product which has been elaborated for centuries in harmony with the environment. They ensure that to comply not only with the letter of all relevant standards and requirements applying to the industry but also with their spirit, always seeking to do what they do in a responsible and sustainable manner which creates something valuable, for the long-term and which Loch Lomond Group can always be proud of.





Job Title:	Accounts Assistant – Accounts Payable
Reports to:	Corporate Services Manager
Location:	Catrine, KA5 6SR

The Role

Loch Lomond Whiskies led the fastest-growing top 25 single malt brands globally and have seen consistency in the rate of growth for many years previous. This role is a direct response to the Group's success and growth.

The role holder will report to the Corporate Services Manager and sit on a small team of finance assistants with varying specialties. This role represents a unique opportunity for someone to develop their finance career in a thriving and exciting industry and will suit someone who is enthusiastic and keen to progress.

Responsibilities and Main Accountabilities

- Purchase Invoice Processing
- Supplier Statement Reconciliations
- Review of purchase order analysis
- Managing supplier queries
- Other duties as required including supporting the month-end process, processing and supporting in the implementation of new systems as appropriate





Thoughts on Preferred Candidate

The ideal candidate is someone who will enjoy a challenging role as part of an ambitious and talented team. They will relish the variety which comes with being a part of a small but high performing finance team, and someone who will thrive in a hands-on environment where they are willing to get involved in a variety of tasks and be flexible in their approach.

- Experience working in a finance team
- Must have excellent IT skills and be competent in Microsoft Word, Excel and Outlook
- Proven ability to work well as part of a team
- Demonstrable time management skills
- Growth mindset with strong social skills
- Ideally, the candidate will have prior accounts payable experience
- Experience of working in FMCG environment is desirable but not essential
- The right person for the role will enjoy working in a very fast-paced office environment, relish the fact that no two days are ever the same and be able to pay great attention to detail





Salary: Up to £25,000 + bonus

Benefits: Pension with 5% EE & ER contribution
25 Days Annual Leave with the ability to buy/ sell leave 5 days, plus 9 Statutory Holidays
There is scope for the right candidate to be given study support toward professional qualification
Flex Friday – finish at 2pm on a Friday
Westfield Health Cashback plan – money back on a range of healthcare treatments plus online GP and doctor second opinion service
Access to discounts at several large retailers, restaurants and online hotel booking sites
Discounted Gym Memberships
Confidential counselling line for mental health issues
Access to advice on legal issues via confidential support line
Subsidised Flu jabs

For more information on remuneration please contact Eilidh Graham at Rutherford Cross.



Eilidh Graham, CFO Services

M: 07501 745 668

E: eilidhgraham@rutherfordcross.com

The Recruitment Process

- All applications should be sent to Eilidh Graham at Rutherford Cross: eilidhgraham@rutherfordcross.com
- Interviews will be held at Loch Lomond Group's Catrine site and will be a two-stage process meeting the Corporate Services Manager and Group Accountant

