



Filshill
EST 1875

POSITION PROFILE
Finance Manager



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Filshill is a highly successful family business, established in 1875 as a confectionary manufacturer, now a multifaceted company with a turnover of over £200m. Filshill has grown to be a key driving force in the supply and distribution to grocery stores across Scotland and Northern England. The company owns the KeyStore convenience brand, with over 160 retailers operating under this model, whilst also servicing numerous wholesalers and several national accounts, including the Scottish Prison Service. Filshill represents a true Scottish family-owned success story, and next year the business will be celebrating its 150th anniversary. There is a lot to celebrate, as the achievements over the years have been considerable, and the business continues to believe in always looking ahead to the next development and the next level of success.

Last year, Filshill opened their brand-new head office and distribution centre based in Renfrew. The new facility hosts all back-office functions such as Finance, Sales, IT and Distribution. The 120,400 sq ft depot will allow the wholesaler to increase its operational capacity and open more stores in Scotland and the north of England, future-proofing the business for further growth.

Filshill's purpose is to deliver a prosperous family business for our community of employees, customers and suppliers. To achieve this, Filshill's principal vision is to be the 'go to' trusted partner for service, support and innovation within their chosen markets, allowing them to recruit new KeyStore business partners, independent retailers, wholesalers and general supply contract partners. The business is continuing to invest heavily in pursuit of this vision.

Diversification is also a key part of the business's growth strategy. In 2021, the company acquired the Eldorado Tonic Wine brand and in 2022, it acquired Iain Hill Ltd business and assets. Over the years, Filshill has been extremely successful in creating a positive work culture for its employees, and the business has been able to take great pride in its high levels of staff retention.

For further information on the success of J.W. Filshill to date, please visit: www.filshill.co.uk





Job Title:	Finance Manager
Reports to:	Financial Controller
Location:	Westway, Renfrew (Hybrid)

Position Overview

In order to help deliver business growth and drive forward the finance function, it has been identified that there is a need for a Finance Manager to join the team at Filshill. The newly created role will be integral to the team and will report directly to the Financial Controller. The intention is for the Financial Controller to gradually hand over much of their day-to-day tasks to the Finance Manager, to allow them to take ownership of specific upcoming project work (such as ERP / accounting system review etc.). This will also allow the business to maximise the use of automation and technology. Therefore, there is a clear degree of succession planning for the new role of Finance Manager.

Summary of key responsibilities:

- Support the Financial Controller with the preparation and circulation of regular performance and management information to the board and departmental managers. This will enable informed decision-making and budget control
- Assist with the preparation of VAT returns and reporting
- Assist with the preparation of regular payroll cycles
- Assist with the processing and payment of purchase invoices
- Assist with the preparation of forecasts and budgets
- Prepare year-end reporting information for incorporation into statutory accounts
- Interact with external organisations, such as the auditors and HMRC, to ensure ongoing compliance with all necessary regulations
- Monthly balance sheet reconciliations and accounting
- Support the delivery of a robust reporting analysis structure and appropriate software tools to deliver accurate and timely commercial MI to the business leadership team and core functions, using automation where possible
- Provide analysis and insight on ad hoc financial planning projects and commercial decision-making, including the financial implications of complex projects and trading arrangements
- Complete various compulsory ONS surveys



This is an exciting opportunity for a qualified accountant to come and join the well-established Finance team at Filshill. The position of the Finance Manager will be a highly visible role, working closely with the Financial Controller and Chief Financial Officer. Given the exposure of the position, the successful individual must be confident in building effective and robust working relationships within the finance team and across all departments. The post holder will possess a strong work ethic, take responsibility for their duties and be willing to support the business on key objectives.

This role would suit a newly or recently qualified accountant with relevant industry experience, who is now looking to further develop their career within a highly successful Scottish business.

Candidate Requirements

- Fully qualified accountant with a relevant professional qualification (CA / ACCA / CIMA etc.)
- Demonstrated industry experience working in a similar finance environment
- Strong Excel and IT skills
- Experience of VAT return preparation
- An analytical, proactive and problem-solving mindset
- Excellent communication skills
- Driven to succeed and continually develop
- Experience working with Power BI reporting tools would be advantageous, although not required
- Experience in payroll preparation would be advantageous, although not required





Salary:	£Competitive (dependent on experience) + Bonus
Core Hours:	38 hours per week, Monday – Friday, 8:30 am - 5 pm
Additional Benefits:	Annual bonus of up to 10% 28 days annual leave Employer pension contribution of up to 5% Hybrid working model Flexible working hours Various health and wellness initiatives for employees



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The Recruitment Process

- Applications should be sent to Gillian O'Neil for a confidential discussion
- First stage interviews will be with the Financial Controller and the Chief Financial Officer
- Final stage interviews will be with the Chief Financial Officer and the Chief Executive Officer