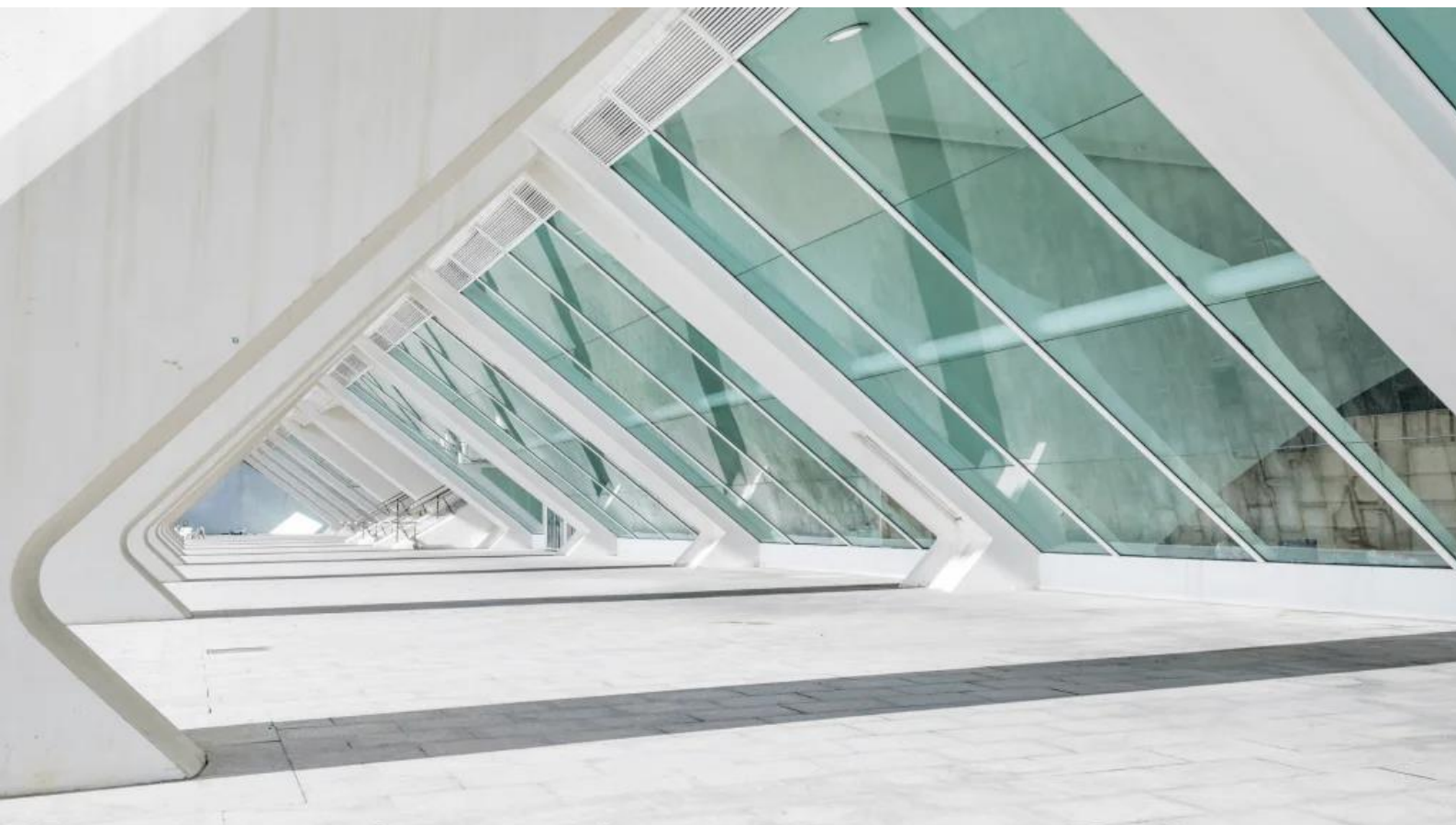




POSITION PROFILE
Accounts & Office
Assistant



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Kelso Pharma's vision is to bring innovative, value-added, specialty medicines to the European healthcare markets. These medicines provide meaningful benefits to patients and create added value for healthcare stakeholders.

The business plans to enhance value for the healthcare system by providing medicines that improve the lives of patients in a cost-effective way and is committed to behaving in an ethical manner in everything that they do.

Kelso Pharma is built upon a blend of company & product acquisitions, partnerships and organic growth, both in the UK and in Europe. The business is focused on creating a positive, entrepreneurial working environment for its people - because a happy team creates value for patients, the healthcare system and the business.

The company is backed by Apposite Capital LLP, a private equity firm specialising in investing in SME businesses in healthcare. The Kelso Pharma team has extensive experience in growing and running a specialty pharma business across Europe.

In January 2022, Kelso Pharma acquired Stirling Anglian Pharmaceuticals, and in November 2023 the business took its first step in its European expansion strategy by agreeing to acquire Italian specialty pharma company, Velit Biopharma (Velit). With more than 100 partnership agreements in place with pharma companies in Europe, Asia and the Middle East, Velit has a portfolio of more than 50 pharma products and a strong pipeline of additional medicines in development, with a number of products available to be commercialised in the UK through Kelso Pharma's existing infrastructure. The group plans further European expansion in 2024.

Kelso Pharma is headed by Dr Tom Stratford, previously CEO of Kyowa Kirin International, the European and US business arm of Kyowa Kirin which purchased Scottish Borders-based ProStrakan Group PLC in 2011. He is joined by former KKI CFO, Allan Watson, and former KKI General Counsel, Andrew McLean.

For more information on the business, please click on the hyperlinks to access websites for:

[Kelso Pharma](#)

[Stirling Anglian Pharmaceutical](#)

[Velit Biopharma](#)



Job Title: Accounts & Office Assistant

Reports to: Finance Manager

Position Overview

As a result of the recent acquisition and the ambitious growth plans to develop the group into a pan-European specialty healthcare business, the demands on the back-office functions are increasing. The business now requires a greater level of finance and administrative support and an individual who can show great flexibility and a willingness to be a genuine team player to assist the business in achieving its goals. The role is broadly split 50:50 between financial and administrative tasks and reports into the Glasgow based Finance Manager.

Responsibilities include, but are not limited to:

- Entering purchase invoices into Sage via paperless software
- Processing monthly expense claims for UK employees
- Assisting with day-to-day accounting transactions
- Arranging internal and external meeting bookings e.g., refreshments, diary management
- Arranging all aspects of travel management, including travel and accommodation arrangements for senior executives
- Taking ownership of document filing on SharePoint

Kelso Pharma represents an excellent career move, providing scope to work within a dynamic and rewarding environment. This is an opportunity to be part of a growing, ambitious business and play a role in its journey.

The key candidate requirements for the position include:

- Excellent organisation and time management skills
- Outstanding attention to detail
- Well-presented and helpful manner
- Possess first-rate communication abilities
- Have experience in a similar role
- Strong administration skills
- Willing to take on several office roles and act as a team player



Salary:	£Competitive
Holiday Entitlement:	25 days plus bank holidays
Healthcare:	Death in service policy
Hours:	Hybrid working from home and office. The successful candidate should expect to spend time in the company's head office in Hillington, 1-2 days per week and travel to Edinburgh a couple of days a month to meet with senior executives.



Ally Deas, CFO Services
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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Formal interviews will involve meeting the CFO and the Finance Manager
- Applications should be sent to Ally Deas at Rutherford Cross: allydeas@rutherfordcross.com