



POSITION PROFILE

Accounts Assistant



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Founded in 2017, CuanTec is a ground-breaking biotech company ready to help make incremental changes that positively impact the world we live in. CuanTec's scientists have developed propriety technology to biologically separate Chitin, proteins, minerals and lipids from shellfish waste, mushrooms and the exoskeletons of insects. The Chitin is further refined into more valuable Chitosan. The unique biological-based extraction process maximally preserves the original polymer attributes, unlike more aggressive extraction processes.

CuanTec is targeting a rapidly growing market for Chitosan due to its multiple uses across multiple valuable categories. At the same time, it continues to develop added value products derived from Chitosan, with its small highly skilled research and development team and in collaboration with external partners. Amongst its achievements has been the creation of biodegradable and environmentally friendly films to replace plastic in packaging applications.

The company wants to reduce food waste and plastic pollution through its innovative approach, creating a viable, circular business with the well-being of our planet at its core.

The business is currently pre-revenue and is about to embark on an exciting new chapter as it prepares for production to begin at its first factory in Glenrothes in early 2024. CuanTec's ambition is to expand rapidly through further investment to exploit the market for waste-based sustainable, biopolymer-based products.





The Accounts Assistant role is an important position, created to bring certain financial processes back in-house by working closely with the Head of Operational Finance.

The business remains pre-revenue, but it has attracted significant funding from multiple investors and has ambitious and exciting growth plans.

Key Tasks and Responsibilities:

- Accounts payable processing
- Stock control
- VAT Returns
- Preparing VAT returns
- Bank reconciliation
- Invoice / export documents
- Procurement assistance
- Posting journals
- Assisting with the preparation of forecasts and budgets

Key Candidate Requirements:

- Able to provide proactive, energetic, fact-based decision-making support, as well as being commercially aware
- Experience of accounts payable processing
- Knowledge of VAT
- Strong Excel skills
- Studying towards AAT or AAT Qualified

Special Features:

- Flexible and resourceful working will be required as the employer is a biotechnology start-up, and its science and technology will continue to be developed over the coming years
- Residence must be convenient for travel to the Glenrothes plant, as the successful candidate will be expected to work in the office 4 days per week
- The site will be regulated under HACCP principles to comply with Food, Pharma and medical device standard



Salary and Holidays:	The annual salary will be circa £30k, with 3% employer pension contributions 33 days holiday inclusive of 4 fixed holidays (Christmas Day, Boxing Day, 1 st January and 2 nd January). After 2 years and 5 years of service, the holiday entitlement will increase by a further 2 days and 1 day respectively
Other Benefits:	Critical Health Care (1x Annual Salary) and Life Insurance (2x Annual Salary)
Location:	CuanTec Ltd, Units 1 & 2, Faraday Road, Glenrothes, Fife, KY6 2RU
Hours:	Normal working week of five days (Monday to Friday) comprising of 37.5 hours (excluding lunch breaks) The business anticipates that the postholder will be on site 4 days per week

For more information on remuneration and the recruitment process, please contact Noortje Teeuwen or Jonathan Donnelly at Rutherford Cross.



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