



Rutherford Cross



WALKER'S®

SPEYSIDE - EST. 1898

POSITION PROFILE

Finance Operations
Manager





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Our people have always been at the heart of everything we do, and without them, we couldn't be 'Scotland at its finest'.

Providing good, reliable employment to our local community has been at the core of Walker's values since the very beginning. We are committed to Equal Opportunities for all, proudly a Disability Confident and Young Person's Guarantee employer.

Joseph Walker fired up the ovens of our family's Scottish bakery in 1898 with a desire to bake the best. Five generations of family bakers later, people all around the world enjoy our exceptional baking. Today, Walker's Shortbread spans over six production factories based in the beautiful Speyside region of the Northeast of Scotland where it originated, with Head Office situated in the historic Aberlour House.

Through realising our Company Ambition we bring 'Scotland at its finest' to all of our customers. We remain proud to be a family business, and our Values are the heart of our thoughts and actions. Quality, Integrity, Pride, Responsibility and Determination.





Job Title:	Finance Operations Manager
Reports to:	Financial Controller
Location:	Aberlour House, Aberlour 8am – 4:30pm Mon-Thurs, 8am – 2:30pm Fri Full time, potential for one day per week at home

Position Overview

The Finance Operations Manager will play a key role in developing and structuring the finance function. They will ensure compliance requirements are met, provide accurate and timely management reporting, and enhance functional processes and procedures. This role will focus on producing monthly KPI and management accounts, with reporting aligned to the company's broader strategic objectives.

The individual will also line manage junior accountants and the accounts payable function, ensuring smooth and efficient processes alongside ongoing department development. The role will be pivotal in ensuring the accuracy of financial information, implementing financial policies and driving process improvements to enhance efficiency as the business continues to evolve.

Duties and Responsibilities

Management Reporting:

- Lead the preparation and delivery of monthly KPI and management accounts, including Profit & Loss, Cashflow, Balance Sheet and supplementary reporting
- Provide detailed monthly manufacturing and overhead reporting, including discussions with key budget holders, and working closely with the FP&A function
- Liaise with key internal customers to support ongoing reporting processes and ensure alignment with operational goals

Accounts Payable Management:

- Oversee and manage the accounts payable function, ensuring the accurate and timely processing of supplier invoices, payments and reconciliations
- Support with cash flow monitoring and ensure that payments are made in accordance with agreed terms, while maintaining positive relationships with suppliers
- Develop internal controls and policies to support formalisation and advancement of the accounts payable process
- Provide support for process improvements within the accounts payable function, driving efficiency and accuracy



Financial Compliance & Operations:

- Proactively manage the organisation's compliance position including, but not limited to, HMRC tax schemes, transfer pricing regulations and statutory accounting regulatory updates
- Contribute to the standardisation and sustainability of process documentation across the finance function, ensuring continuity, knowledge sharing and consistent adherence to best practices
- Support the daily operations of the finance team, including journal postings and review of supplier payment runs
- Oversee the reconciliation of key balance sheet accounts ensuring timely resolution of reconciling items
- Maintain the integrity of financial records by adhering to established controls and processes
- Act as a key point of contact for the year-end statutory audit process

Financial Projects:

- Contribute to the company's Continuous Improvement agenda through assessments of financial systems, controls and processes
- Work closely with the Financial Controller on the planning, resourcing and delivery of key finance projects aligned to strategic goals

Payroll:

- Work closely with the Payroll function to process payroll and develop internal reporting standards
- Work with the Financial Controller to review payroll submissions
- Ensure the timely and accurate submissions of monthly pensions, PAYE and NIC payments

Other:

- Interpret and communicate financial data clearly and effectively to non-financial colleagues
- Line manage junior Accountants within the finance team, offering guidance and support to ensure the team's continued success
- Support the broader finance function's output, including other reasonable ad-hoc tasks as required



Essential Requirements

Qualifications:

- Fully qualified accountant (ICAS, ACCA, CIMA or equivalent)

Experience:

- 3+ years post qualification experience
- Line management experience within a finance team
- Experience in business partnering, working closely with non-financial senior leaders to support business decisions and objectives
- Proven ability to liaise with regulatory bodies (HMRC, external auditors etc) to ensure on-going compliance needs are met
- A clear understanding of payroll processes, including HMRC regulations and PAYE and NI contributions

Skills & Knowledge:

- Strong knowledge of ERP/accounting software and advanced proficiency in MS Excel
- Ability to translate financial data into meaningful insights for strategic decision-making
- A proactive and solution-focused approach, with the confidence to challenge existing processes

Personal Attributes:

- Strong interpersonal and collaboration skills, working cross-functionally within the business
- Ability to manage multiple stakeholders and competing deadlines effectively





Desirable Requirements

Qualifications:

- Ongoing CPD commitment

Experience:

- Experience in line managing qualified, training and non-training colleagues
- Experience in the food/drink, manufacturing or FMCG sector
- Exposure to continuous improvement initiatives
- Knowledge of transfer pricing, customs and duties compliance and regulations
- Experience in reviewing, processing and ensuring the accuracy and compliance of payroll submissions

Skills & Knowledge:

- Experience with international financial reporting and multi-currency operations

Personal Attributes:

- Demonstrated ability to drive cultural or organisational change in finance teams





Salary:	Competitive
Company Pension:	5%EE / 6%ER - ER contributions increase with length of service
Holiday Entitlement:	25 days holidays plus 10 public, allocation increases with length of service
Additional Benefits:	Death in service lump sum - 4x annual salary Private medical insurance Cycle to Work Scheme Onsite subsidised canteen facilities Inhouse Occupational Health services - including IVF and Menopause support Employee Assistance Programme via Health Hero 25% discount on Walker's products at Walker's shops Employee discounts - 10% off at Little's Jewellers, Monthly discount at Moray Sports Centre, 50% off first 3 months membership at PureGym in Elgin, 10% off at Gordon & MacPhail Service awards Retirement gifts Christmas Hampers



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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- First-round interviews are with the Financial Controller & HR Business Partner
- Final-round interviews will include the Financial Controller
- Applications should be sent to Harry Young at Rutherford Cross (harryyoung@rutherfordcross.com)