## ROLE PROFILE

|  |  |
| --- | --- |
| **Role Title** | **Drams Specialist** |
| **Internal Reference** | CEN-0320 |
| **Business Unit / Group Function** | SBU |
| **BU Team / Sub-Function** | Finance |
| **Location** | SBP |
| **Team Leader Role** | Senior Finance Analyst |
| **Role Level** | 4B |
| **Team Members** | No |
| **Role Purpose**  To support and provide guidance regarding the DRAMS system to the Operations and Stocks Business Unit teams and to maintain the DRAMS system, ensuring data integrity and compliance with internal and external requirements. | |
| **Accountabilities**   * Prepare and maintain all master data in DRAMS, such as codes, vat maintenance and customer details. * Facilitate the delivery of DRAMS systems changes and developments, including designing and co-ordinating testing of changes and developing relevant process documentation. * Design, develop and deliver training to new users, and refresher training as required. * Maintain the integrity of the DRAMS system, identifying the appropriate approach to spirit movements, aligning with legislative requirements. * Maintain the error correction process and ensure pricing information is accurately recorded. * Maintain accurate records for all stock warehoused by WG&S for external customers, preparing and issuing warehouse rent invoices. * Ensure accurate records of inventory added to Drams from external sources, prepare purchase orders and monitor and action receipting as required. * Report Drams KPI’s on a monthly and ad-hoc as required. * Support ad-hoc projects as required. * Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy. | |
| **Created by:** | Darren McCallum |
| **Creation Date:** | 15/02/2024 |
| **HRBP:** | N/A |
| **Date of last revision:** | 19/04/2024 |