

Job Title	Wood & Warehouse Support
Business Unit / Group Function	Stocks
BU Team / Sub-Function	Whisky Stocks
Location	SBP
Leader	Wood & Spirit Buyer
People Leadership	No
Job Level	4A
Role Purpose	
<p>To take responsibility for wood and warehouse planning and wood quality/stock reporting for SBU and to support the Wood Buyer in wood sourcing, wood trading and wood management activities.</p> <p>To be a liaison between the Distillery teams, SBU and Suppliers, for the provision/collection of information and data required for effective Wood and Warehouse management.</p>	
Accountabilities	
<u>Wood & Warehouse Management</u>	
<ul style="list-style-type: none"> • Develop strong relationships with colleagues across all sites to ensure SBU needs are met in executing ongoing wood sourcing and stock management activities and improvements. • Manage the SBU's interface with the Wood & Warehouse Management Systems and contribute, on behalf of Whisky Stocks team, to the further development of both systems. • Collate and maintain records of cask quality and wood stocks data using the Wood Management System/DRAMS and contribute to monthly Wood & Warehousing Reports and other Papers. • Liaise with the site Planning teams and the SBU Inventory Planner to maintain a barrel delivery schedule to record cask receipts and future arrivals; a high-level cooerage plan; and a Warehouse Planning Model showing movements of casks in and out of warehouse. • Work with the spirit supply teams and Master blender to ensure we maximise the value from cask rejuvenation, the sherry bodega and rum cask replication. Maintain the Sherry Wood models. • Support the input of the Wood Procurement team in the WG&S CSR initiatives, relating to wood sustainability. 	
<u>Wood Buying/Trading</u>	
<ul style="list-style-type: none"> • Work with Inventory Planner and Master Blender to: establish wood procurement requirements (including casks required for Quality Policy purposes and for speciality finishes); produce and maintain detailed Wood specifications; and identify cask innovation concepts. Support Wood Buyer in locating suitable suppliers. • Liaise directly with wood and cooerage suppliers and customers, including UK and overseas companies, to ensure best value is obtained for quality casks. Lead or support Wood Buyer (as appropriate) in negotiations with suppliers and customers. • Raise and maintain purchase orders on IFS and support Wood Buyer in managing spend in line with Wood Capital Budget. Contribute to financial planning activities, such as budget setting and 5YP, and maintain wood procurement and wood sales records. 	
<u>Financial Element</u>	
<ul style="list-style-type: none"> • Prepare, review and deliver accounting, reporting and analysis of Whisky Stocks activities ensuring accurate and timely information is available when required to meet stakeholder needs and to support business decision making. • Identify and assess the risks, issues, trends and opportunities within the Whisky Stocks team, providing financially focused business support and analysis to support commercial decision making. 	

- Deliver timely and accurate monthly and year end reporting in line with Group requirements and appropriate support for external audit purposes with appropriate analytical financial commentary to support the reports.