



WILLIAM GRANT & SONS

## ROLE PROFILE

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| <b>Role Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Business Process Manager – Controls Workstream</b> |
| <b>Business Unit / Group Function</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Central Services                                      |
| <b>BU Team / Sub-Function</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Finance                                               |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Arete                                                 |
| <b>Team Leader Role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Group Financial Controls Leader                       |
| <b>Role Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4A                                                    |
| <b>Team Members</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No                                                    |
| <b>Role Purpose</b><br><br>Play a leading role in shaping and delivering the Controls workstream for our Finance Transformation programme, reporting to the Group Financial Controls Leader and acting as a senior analyst and subject matter lead across finance controls design, assessment and improvement activity. The role has significant responsibility for translating programme objectives into robust controls requirements, structured workstream outputs and practical implementation plans that strengthen the finance control environment across the Group.<br><br>The role will operate with a high degree of autonomy to lead complex analysis, define future-state controls approaches, challenge existing ways of working and influence stakeholders across Finance, process workstreams and the wider business. It will be accountable for driving high-quality controls design and workstream deliverables, identifying and escalating key risks and decisions, and supporting the successful embedding of a stronger, more efficient and sustainable first-line control model aligned to our Finance Transformation programme and wider Finance transformation priorities.                                                                                                                                |                                                       |
| <b>Accountabilities</b> <ul style="list-style-type: none"><li>• Lead significant elements of the design and delivery of the Controls workstream, taking ownership for defined workstream outputs, plans, analyses and recommendations and ensuring work progresses at pace and to a high standard.</li><li>• Lead analysis of current control and compliance effort, using activity analysis and other sources to baseline effort, diagnose friction points, identify root causes and translate findings into prioritised recommendations and delivery actions.</li><li>• Define and maintain core controls workstream artefacts including control inventories, process and control taxonomies, requirements, KPI and reporting definitions, implementation plans and governance materials.</li><li>• Shape future-state controls approaches across key finance processes, ensuring ownership, frequency, evidence requirements, escalation routes, monitoring arrangements and governance touchpoints are clearly defined and aligned to the William Grant Way.</li><li>• Drive identification of opportunities to standardise, simplify and strengthen financial controls, applying LEAN or similar techniques to reduce manual effort, rework, chasing and approval delays while protecting control effectiveness.</li></ul> |                                                       |



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- Act as a key interface between the Controls workstream and process workstreams, IFS rollout, BI/data/reporting, risk and audit stakeholders to ensure controls requirements and dependencies are understood, integrated and delivered.
- Lead or materially support controls assessment activity including risk register updates, control self-assessment, issue tracking, remediation planning and follow-up, working closely with the Group Financial Controls Leader, Internal Audit, external audit and business stakeholders.
- Prepare high-quality papers, reporting and decision support materials for governance forums and senior stakeholders, providing clear recommendations, insight and escalation on controls-related risks, issues, dependencies and decisions.
- Support implementation and embedding of agreed controls changes through detailed design, execution, readiness, go-live and hypercare, helping ensure sustainable handover into business as usual.
- Influence stakeholders across Finance and the wider business to improve ownership, consistency and discipline in control operation, evidence and compliance activity.

### Skills / Experience / Capabilities

- Significant experience in business process analysis, controls, risk, compliance or finance transformation roles, with evidence of leading complex analytical work and shaping workstream outcomes.
- Strong understanding of financial controls, risk management and control frameworks, including control design, operation, evidence requirements, remediation activity and governance expectations within a complex business environment.
- Demonstrable ability to lead structured problem solving, process improvement and controls design activity, including the application of LEAN or similar methodologies to standardisation, waste elimination and cycle time improvement.
- Experience of defining frameworks, artefacts or operating approaches that support control assessment, risk register maintenance, audit support, control self-assessment or remediation tracking.
- Strong judgement and the ability to work with a high degree of autonomy, managing ambiguity, making recommendations and knowing when to escalate complex issues or decisions.
- Strong stakeholder management and influencing capability, with the credibility to work effectively with senior finance stakeholders, cross-functional teams, audit partners and programme leadership.
- Strong analytical, documentation and communication skills, with the ability to translate complex information into clear, practical outputs, high-quality papers and compelling recommendations.
- Strong planning and delivery capability, with experience of coordinating interdependencies, driving actions to completion and maintaining momentum across multiple priorities.
- Finance qualification or relevant controls, risk or audit background strongly preferred.

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| <b>Created by:</b>            | Martin Purkess |
| <b>Creation Date:</b>         | 27 May 2026    |
| <b>HRBP:</b>                  | Kirsty Morris  |
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