

Job Title: House of Hazelwood – Financial Controller
Location: Arete, Cumbernauld
Job Grade: 3B
Leader: Finance Director, QSI
Direct Reports: 1 direct, 1 indirect

Context

William Grant & Sons (WG&S) is the largest independent family-owned Distiller within the Scotch market, with the world's number one Single Malt whisky (Glenfiddich), number three Blended Scotch (Grant's) and a range of strong brands catering to the needs of mainstream (Balvenie, Monkey Shoulder), and enthusiast / specialist audiences (Ailsa Bay, Girvan Patent Still).

Our Brand & Ambition

House of Hazelwood opens the doors to the world's greatest collection of aged Scotch whisky. Initially targeting enthusiasts, collectors and the luxury gifting market we draw on the breadth and depth of the William Grant & Sons reserves to offer our audience access not just to very old whiskies, but also to storytelling whiskies of rarity and parcels of stock that the market has never seen before.

The business sells a constantly evolving selection of Limited Edition whiskies at a price point above £900 per bottle going up to £5,000 and an emphasis on selling direct to consumer. Using the stock in this way we can engage the hearts and minds of informed enthusiasts and collectors all around the globe. Over a five-year timeline we will access a progressively more mainstream audience with a separate core range that will enable us to steadily scale the business.

Culture

The business operates with an entrepreneurial, nimble culture that will take advantage of all opportunities presented by the market. We are seeking candidates that are keen to get in at the ground level of a new business and who can embrace a start-up mindset, often being asked to stretch themselves both within and outside their functional area, to learn on the job and to support other team-members in areas beyond their immediate job specification. It is essential that the candidates we see understand and are excited by this type of business culture. It is also essential that they are comfortable and confident in taking full ownership of their area of the business – taking accountability and delivering results in line with objectives set by the board.

Organisation & Growth

The new business is a fully funded, fully-owned subsidiary of William Grant & Sons, with all the means required to deliver our ambitions already in place. Therefore, while the business will operate a start-up culture we also benefit from the support and financial backing of a large corporate parent. The business has already launched in a number of export markets and has ambitious plans in place to grow further over a five-year period.

Role Overview & Key Responsibilities

To manage and oversee the Financial and Operational requirements of the House of Hazelwood company, ensuring strong financial controls / governance alongside managing an agile and efficient Operational process from order to fulfilment. Responsible for leading the Operations team (x2) as well as providing day-to-day support to the wider House of Hazelwood team.

House of Hazelwood operates all aspects of bottling, repack, warehousing and pick-pack and dispatch from the WG&S Arete site in Cumbernauld, which is the Group luxury bottling and warehousing facility. This is a shared facility used by other brands owned by the Group. The successful candidate for this position will represent and promote House of Hazelwood's best interests at all times internally, ensuring our business receives the support it requires, that processes are optimized and that costs recharged to the business are fair and reasonable.

The requirements of the role will include:

- Responsible for all day-to-day financial operations of the HoH business - including Monthly Reporting, managing Working Capital, Cashflow, Banking, Stock, Supplier payments, Expenses, Group Intercompany, VAT / HRMC and any ad hoc queries.

- Plan, facilitate and manage the formulation and submission of all key HoH forecasting periods in line with Group timelines (LE1, LE 2, Budget and 5YP)
- Manage and operate QuickBooks transactions to ensure robust data and management reporting.
- Financial lead contact for managing all internal and external audits.
- Work directly with Commercial & Marketing Directors to develop growth strategies, financial modelling and analysis for all current products / NPD.
- Monitor and manage all Accounts Receivable transactions to ensure on time payments from customers.
- Provide analysis and reporting as required for HoH Board meetings.
- Work closely with WG&S colleagues across OBU/BBU/ODC's to support any cross collaboration that may arise with HoH.
- Ensure robust financial & operational controls and governance within the HoH team, including:
 - o Maintaining financial policies and procedures for the company.
 - o Ensuring the business adheres to all relevant financial regulations and legislation.
 - o Improving existing processes and procedures to enhance the business's flexibility and profitability.
- Monitor and report on in-market distributor spend, tracking through the year and completing annual reconciliations.
- Manage and support the HoH Operations Manager / Operations Assistant to deliver all operational requirements of the HoH business:
 - o Overseeing the full order to invoice process, driving operational / warehousing improvements with the Arete site and cost efficiencies for production / NPD projects.
 - o Taking ownership of the warehousing and inventory management
 - o Responsible to the review / update of SLA between OBU and HoH and HoH Way documents
 - o Develop, implement, and maintain quality assurance protocols and ensure all suppliers meet required standards.
 - o Ensure all operations are conducted in an appropriate, cost-effective, compliant manner and monitor production KPI's.
 - o Work with fulfilment partners to eliminate errors, hit target timelines and deliver excellent customer service.
- Perform ad hoc duties as required to help support the ongoing growth of a small but entrepreneurial and agile business.
- Actively shape and develop a positive, engaging culture within the office based team in Arete

Skills & Qualifications

This is a key role within the House of Hazelwood team. Required attributes for the role include:

- Strong technical accounting knowledge, evidenced by a degree in Accounting, Finance (or a related field, chartered qualifications) as well as demonstrable experience in a relevant finance role.
- Managerial Experience and track record of developing small teams.
- Experience of producing budgets, managing forecasts and running an annual audit
- Exceptional attention to detail, strong organisational and analytical skills, critical thinking and problem-solving.
- Exceptional Excel skills. Working knowledge of management software programs (e.g. QuickBooks / IFS)
- Experience of working closely alongside or ideally managing operations function in previous roles.
- Strong communication skills, with the ability to translate financial complexity into terms that enable decision-making.
- Ability to think commercially, with an emphasis on constantly improving profitability.
- Ability to reliably work productively and to set own schedule without constant supervision.
- Adaptability, energy, with a desire to stretch themselves within the role and learn through action.
- Understanding of premium spirits or Scotch whisky is desirable but not essential.

Benefits

- Competitive salary and bonus
- Private medical insurance

- Travel opportunities
- Degree of flexible working
- Strong development prospects as the business grows