



THE
CABRACH
TRUST

History Heritage Culture

FINANCE DIRECTOR

Recruitment Information Pack

JANUARY 2023



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The Cabrach is a place of almost mythical status in the Highlands of Banffshire.

Welcome

Thank you for showing interest in our Finance Director role. I hope you find this pack informative and that you will be motivated to make an application to join us.

We're a small, passionate, and tenacious team focused on a unique community regeneration vision which will turn the tide on a community decline in the Cabrach.



This recruitment campaign aligns with a crucially important and exciting period of activity for The Cabrach Trust. Beyond responsibility for Trust finances, this role will be central to the launch and operation of our wholly owned Community Interest Company, The Cabrach Distillery CIC. This role will encompass a fascinating “finance plus” remit, providing an unparalleled opportunity for the right candidate to be part of a social business like no other from the ground up.

We're looking for someone who has a solution focused mindset; a “can do” pragmatic person who views finance in the wider context, enabling strategic decision making, supporting our growth and income generation while also implementing controls and measures which ensure operational effectiveness.

Supported by our committed group of Trustees and non-executive directors, you'll be empowered to make a tangible and long-lasting contribution to the prosperity of The Cabrach and its community so it's important you share an affinity with the purpose and ethos which underpins The Cabrach Trust's regeneration vision for the area, with a commitment to bringing about positive social change via an innovative, venture philanthropic approach.

I welcome your interest in this opportunity.

Jonathan Christie

Chief Executive

About Us

The Cabrach Trust's vision is to regenerate The Cabrach as a thriving, sustainable community. Our community-led project is a strategically planned initiative to breathe new life into the area. To achieve this goal The Cabrach Trust has developed a transformational regeneration strategy and masterplan to support new economic activity, including jobs, and environmental sustainability. This plan will promote a local wellbeing economy attracting new visitors to the area.

The Cabrach Trust

The Trust is a registered charity and a company limited by guarantee (Scottish Charity No: SC043771). It was formed in 2011 in response to the need to preserve the cultural heritage of The Cabrach - a remote and sparsely populated area on the northern edge of the Cairngorms National Park, in Moray, North East Scotland. Since its inception The Cabrach Trust's core operating activities have been largely funded through private philanthropy, with a small income also derived from rents and other charitable grants. The Trust has a wholly owned trading subsidiary, The Cabrach Distillery CIC, which was established to deliver the Trust's commercial activities.

The Cabrach Distillery CIC

The Cabrach Distillery CIC is a social enterprise, established to deliver on the Trust's commercial activities and provide long-term support for the Trust's regeneration mission. The trading company is bringing forward the construction of The Cabrach Distillery, to distil, mature, bottle and market a rare and sought-after Single Malt Scotch Whisky. A non-executive board of directors, including industry experts Grant Gordon, Alan Winchester, Glen Gribbon, and Laura Anderson, has helped to scope the distillery plans. A specialist engineering company has designed a blueprint for the small distillery, which it is envisaged will initially produce circa 100,000 Lals of single malt spirit per annum with the scope to further increase production, if demand permits.

The Cabrach Distillery business plan including the marketing, financial model, and commercial strategy, is in place. The next step is to activate the CIC and manage the finance to fund the distillery's working capital. This role will be instrumental in providing the necessary finance, commercial, and strategic support to deliver these elements.



A Birthplace of Malt Whisky

The Trust proposes to deliver this plan in phases with the first being to utilise the traditional Inverharroch Farm steading, located in on the rugged edges of Scotland's Speyside region, to create the home of The Cabrach Distillery. This will be followed by a co-located community bistro and heritage centre to celebrate the area's rich culture, telling the story of the early days of illicit distilling and smuggling, which was rife in the area, together with the legalisation of whisky production. At the height of illicit whisky production in the late 18th and early 19th century, the Cabrach was a legendary haunt of distillers. As such these early distillers were the predecessors to Scotland's successful whisky industry. The Cabrach has played a significant role in the region's history and is regarded as a birthplace of Malt Whisky.

Job Specification

| | |
|-------------------|------------------|
| Job Title | Finance Director |
| Reports To | Chief Executive |
| Contract | Permanent |

This cross cutting, senior leadership role in The Cabrach Trust carries responsibility for overseeing all aspects of the Trust's financial affairs. This includes managing timely and accurate financial transactions and reporting for The Trust. In addition, the role has overarching responsibility for the commercial and financial affairs of The Cabrach Distillery CIC, including the business start-up, early-stage trading activities, and associated regulatory compliance.

The Trust

- Process and prepare accurate and timely accounting, financial performance, and management information for the Trust to include:
 - Management and processing of the day-to-day financial transactions of the Trust including income account, purchase ledger, VAT, expenses, petty cash, banking, and payments, etc.
 - Ensuring all income and expenditure data from different channels is processed accurately for management and financial accounts
 - Keeping a record of financial transactions and preparation of financial reports for funders, the Executive, trustees, and others
 - Preparation of monthly management accounts including monthly cashflows, P&L and balance sheet- as well as quarterly accounts for the board, including revised year-end forecasts, where applicable
 - Preparation of grant claims ensuring procurement, paperwork, and reporting meet funders requirements
 - Ensuring that the financial controls for the Trust are effective, operational, and appropriate
 - In conjunction with the CEO prepare the Trust's annual budget including P&L, cashflow and balance sheet
 - Work with the Chief Executive to prepare the Trust's medium term, three-year plan.
 - Draft statutory accounts & oversee the group audit ensuring compliance with Charity accounting standards & laws
 - Manage employee expense process and reimbursements
 - Liaise with the payroll agency to oversee payroll for staff

The Company

- Manage the financial operations and reporting structure of The Cabrach Distillery CIC encompassing end-to-end finance functions of the business, including relationships with HMRC, external auditors, and supply chain partners.

- Implement financial and accounting systems, processes, tools, and control systems to facilitate clean reporting and audit activity, ensuring that all financial approval processes are in place and followed. This will include development and implementation of Stock System and Standard Costs.
- Build, mentor, and supervise the future finance, accounting, and commercial team, whilst providing group support on all commercial and finance matters.
- Effectively manage operational costs working with the production team and prepare and present monthly Operations Reports on whisky stock and casks including analysis on whisky age, cost, carry costs and fillings.
- Develop both short- and long-term plans, projections, forecasts, monthly operating budget, and annual company operating budget.
- Prepare and present monthly financial reports, including cash flow preparation and management, monthly profit and loss, forecast vs budget, and weekly cashflow.
- Assess and evaluate financial performance of the company regarding operational targets and budgets on an ongoing basis, utilising forward-looking models and activity-based analysis.
- Establish, review, and ensure application of appropriate internal controls, compliance, and financial procedures.
- Maintain the records of the company in accordance with Generally Accepted Accounted Principles (UK GAAP).
- Participate in pivotal decisions as they relate to company strategy, associated key performance indicators (KPIs), with a focus on profitable and sustainable growth.
- Continuously monitor, evaluate, and develop the performance of the company, and take corrective action where and when required in close collaboration with the CEO.
- Secure the company's working capital needs through trading profits as well as securing social finance, where necessary, to grow the business while retaining the Trust's control.

General

- Play an ambassadorial role for The Cabrach Trust and its trading subsidiary The Cabrach Distillery CIC.
- Deputise where required for the Chief Executive.
- Ideally you will be professionally qualified (ACCA/CIMA/ICAS), but consideration will also be given to those qualified by experience.
- Experience and willingness to build business processes in a start-up setting.
- Ensure compliance with statutory reporting requirements, H&S policies and other regulatory policies and procedures.
- Any other duties commensurate with the role.

Person Specification

The successful candidate will be a dynamic and commercially minded finance professional and will:

- Demonstrate a strong and visible passion for, and commitment to, The Cabrach Trust's social purpose.
- Have the vision and drive to help The Cabrach Trust fulfil its potential in terms of both Trust finances and the start-up and operation of the distillery.
- Have personal gravitas and be comfortable in an ambassadorial role.
- Have strong commercial leadership skills and experience and strong financial acumen to ultimately drive the commercial success of the distillery.
- Have a track record in demonstrating leadership in the values of diversity, inclusion and equality.
- Have the ability to foster and promote a collaborative team environment.
- Commit time to perform the role well, including presence in the office and commitment to the area in addition to attending events outside of office hours and associated travel.



Recruitment Process

We have retained TMM Executive to assist with this important appointment. Our recruitment partner is Amanda McCulloch who can be contacted with any questions or additional information requests regarding this role. She will also be responsible for supporting you through the application process.

T 01224 327 016

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Connect on 

| Key Dates | Stage |
|-------------------------------|--|
| COB 1 st February | Close date for applications |
| Wkc 13 th February | Interviews |
| Wkc 20 th February | Anticipated conclusion of interview process and offer. |

Employment Package

Salary

This role has a salary commensurate with its responsibilities.

Time

Full time, 37.5 hours per week. Part time hours considered.

25 days annual leave plus 9 statutory holidays.

Location

Office (Cabrach AB54) and home 60/ 40

Pension and Insurance

5% Employee Contribution



tmm
EXECUTIVE

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