

# SCOTLAND FOOD & DRINK



**Business Services Director  
Candidate Brochure**

## Contents

About Us.....	<b>1</b>
Organisation Structure .....	<b>3</b>
Opportunity Context.....	<b>4</b>
Key Responsibilities.....	<b>5</b>
Person Specification.....	<b>7</b>
Experience .....	<b>8</b>
Qualifications.....	<b>8</b>
Behaviours.....	<b>9</b>
How to Apply.....	<b>10</b>

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## About Us

Scotland's food and drink products are unique but so too is Scotland Food & Drink. No other country in the world has created a body which facilitates and enables government and industry to work side by side. And the simple truth is it works. Emphatically. Since our formation in 2007 food and drink has become the best performing industry in Scotland. Today it's worth an incredible £15 billion.

But we can do more. And we will.

We are here to nurture, support and champion the people and products of Scotland's food and drink industry to help deliver continued and growing success. We are here to guide our members to realise untapped potential, to unlock new markets and maximise opportunities.

And we are committed to strengthening reputations, developing growth strategies and broadening networks which will deliver the competitive edge for our members and continued success for Scotland's food and drink industry.

### Our structure

*Discover more about who we are, who we work with and what we've been busy working on.*



#### Our people

Discover the driving force behind Scotland Food & Drink. From our core staff team, to our Board and the Scotland Food & Drink Partnership Board.

[Find out more >](#)



#### Our partners

We believe the best things happen when we work together. That way, we can deliver events and initiatives to benefit both members and the food and drink industry as a whole.

[Find out more >](#)



## Our Purpose

*We exist to empower Scotland's food and drink businesses to achieve their full potential to drive Scotland's economy, sustain our environment, and support our communities.*

## Values and Equal Opportunities

**Ambition** – We pursue excellence with unwavering ambition.

**Collaboration** - We believe in the power of working together.

**Innovation** – We embrace a culture of continuous improvement and creativity.

**Celebration** - We believe in recognising and celebrating achievements.

**Authenticity** - We are committed to honesty, transparency, and integrity.

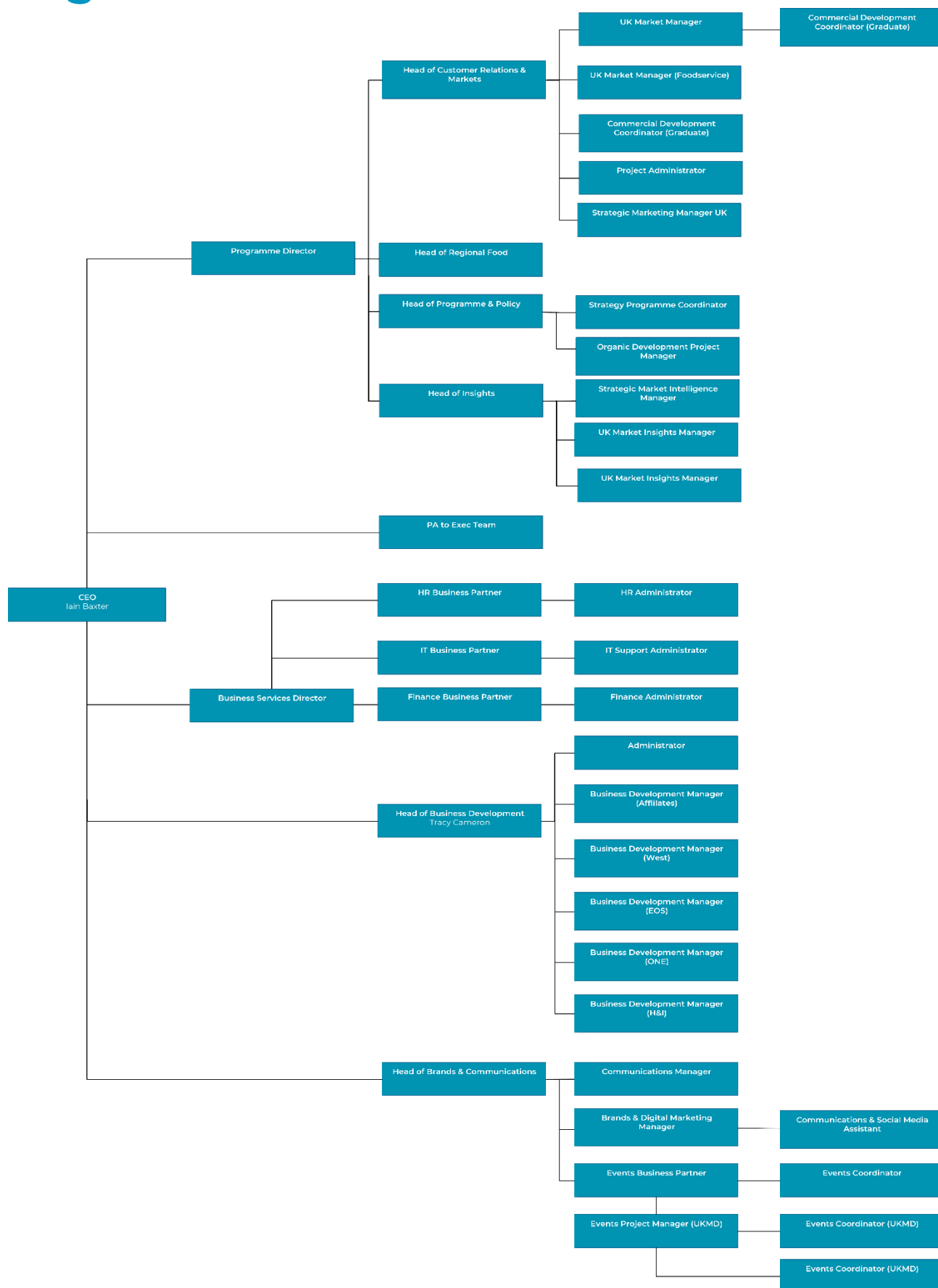
**Balance** - We believe in finding balance between work and the rest of our lives.

*Our commitment to diversity, equity & inclusion:*

We are an equal opportunity employer. We recognise that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive every day.



# Organisation Structure



## Opportunity Context

With the continued growth of Scotland Food & Drink, we are seeking to recruit a dynamic and experienced Business Services Director to join our leadership team and play a pivotal role in driving the organisation forward.

This is a key strategic role that will take on responsibility for financial management and strategic oversight of HR and IT functions. Reporting directly to our CEO, Iain Baxter, who has been leading the company for three years, the Business Services Director will work closely with a small, collaborative Executive team to shape the future of Scotland Food & Drink and support its ambitious growth plans.

This is a fantastic and very exciting opportunity for candidates to join the business and play a key role in the continued success of an expanding and critical part of the company.

Important aspects of this role will be improving and developing financial systems and our team's capability, managing a small team, and working collaboratively in our organisation which has its own engaging and positive culture.



## Key Responsibilities

- Take ownership of and be accountable for all financial and operational business management matters.
- Develop and deliver the business's strategic finance plan, including treasury management and best practices in budgeting, reporting and governance
- Ensure the preparation of and lead the project team responsible for the improvement of management accounts and business performance reports.
- Lead the Finance and Audit Committee and attend Board meetings as required.
- Review business management processes, procedures, and systems, implementing improvements to maximise efficiency.
- Ensure appropriate levels of delegated authority are established and complied with.
- Manage regulatory financial requirements, including audits and statutory accounting.
- Represent the organisation in financial matters with key stakeholders, including Scottish Government, Enterprise Agencies, and regulators.
- Provide strategic oversight of the HR department, ensuring alignment with organisational objectives while maintaining compliance, efficiency, and effectiveness without involvement in day-to-day management.
- Provide strategic oversight of the IT department, ensuring operations are efficient, reliable, and aligned with organisational goals to effectively support business objectives without involvement in day-to-day management.

- Develop and implement operational strategies that align with the organisation's overall goals.
- Develop, monitor and report on KPIs to ensure operational efficiency and effectiveness across Finance, HR, and IT.
- Lead major cross-functional change projects and initiatives as required, leading the organisational PMO
- Oversee organisational compliance and operational risk management, including business continuity planning.
- Manage and develop the Finance, HR & IT teams, ensuring appropriate training, mentorship, and development opportunities.
- Foster collaboration across departments and build strong internal relationships.

Please note that the responsibilities and tasks listed are not exhaustive and may be subject to change or additional duties as required by the organisation. The role may evolve over time based on business needs and priorities.



## Person Specification

- Strong financial management and accounting skills, including budgeting, forecasting, and management reporting.
- Expertise in financial systems, process improvement, and risk management.
- Strategic thinking with the ability to develop and implement operational plans and initiatives.
- Leadership and team management, including mentoring and coaching senior managers.
- Excellent interpersonal, influencing, and stakeholder management skills.
- Strong analytical and problem-solving abilities, with attention to detail.
- Ability to drive organisational change and improve operational efficiency through structured programme management
- Knowledge of corporate governance, regulatory compliance, and internal controls.
- Effective communication skills, both written and verbal, with the ability to present complex information clearly.
- Collaborative and able to work across multiple functions and departments.

## Experience

- Proven track record in senior finance roles, with at least 3 years of post-qualification experience.
- Experience in strategic oversight of HR and IT functions (even if day-to-day management is delegated).
- Experience in preparing statutory accounts and managing audits.
- Experience in leading and overseeing finance functions at a senior/executive level.
- Experience in implementing business change and improvement programmes, with respect to systems, processes and culture
- Experience in risk management and regulatory compliance.
- Experience working with boards, committees, or senior stakeholders.

## Qualifications

- Fully certified accountant (e.g., ACCA, CIMA, ICAEW).
- Degree-level education in accounting, finance, business, or a related discipline is preferred.
- Professional development in leadership, operational management, or organisational development is an advantage.

# Behaviours

- **Strategic Leadership:** Thinks ahead, sets clear direction, and aligns operational activities with organisational goals. A role-model for change who sells the benefits of continuous improvement.
- **Collaborative:** Works effectively with colleagues across departments, fostering teamwork and strong internal relationships.
- **Decisive:** Makes well-informed decisions confidently, balancing risk and opportunity.
- **Influential and Persuasive:** Can engage and influence senior stakeholders, Board members, and external partners.
- **Results-Oriented:** Focuses on achieving objectives and delivering high-quality outcomes efficiently.
- **Adaptable and Resilient:** Able to manage change, handle ambiguity, and perform under pressure.
- **Integrity and Professionalism:** Maintains high ethical standards, ensuring compliance, transparency, and accountability.
- **People-Focused:** Supports, develops, and motivates teams while promoting a positive organisational culture.
- **Continuous Improvement Mindset:** Seeks opportunities to optimise processes, systems, and organisational effectiveness.
- **Commercial Awareness:** Understands the financial, operational, and strategic implications of decisions.

## How to Apply

For further information or a confidential discussion, please contact Argyro Argyriadi, HR Business Partner on: [argyro.argyriadi@foodanddrink.scot](mailto:argyro.argyriadi@foodanddrink.scot)

If you would like to apply for this role please send a copy of your CV & covering letter to [careers@foodanddrink.scot](mailto:careers@foodanddrink.scot).





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