

CANDY KITTENS®

The sweetest undergraduate placement in the UK

Two undergraduate placements available starting July 2024

- 1. Finance Executive
- 2. Operations Executive

12 Month Fixed Term Placements Start Date July 2024





The successful candidates will play important roles across our Operations and Finance teams!

What will you do?

- You will be responsible for key areas of the Operations and Finance functions, delivering vital daily tasks which help Candy Kittens succeed
- You will have the opportunity to thrive in our high performing team of experts, with exposure to every aspect of the business.
- Come away from your year in industry with a deeper understanding of the challenger brand and FMCG world

What are we looking for?

- You should be a passionate person about everything you do; when you do something, you do it well and you want to get it right
- You should be eager to learn and develop your career in a fast-moving environment

There's more to Candy Kittens than great sweets, read on





Operations Executive

The ideal candidate

- Great team player
- A high level of numerical literacy
- Strong communication skills
- Highly driven
- Excellent problem solver
- High attention to detail
- The ability to manage a busy workload and thrive in fast paced environment

Primary responsibilites:

- Process all Business-to-Business (B2B)
 customer orders. Work with our warehouses to deliver on time and in full targets
- Maintain sales book to provide a live and accurate view of commercial performance
- Coordinate transfers of stock between our warehouses to ensure optimal stock levels are maintained across the network
- Manage daily communication and solve operational issues as they arise with our logistics partners (3PLs)
- Collaborate with wider CK team to identify and find homes for ageing stock. This ensures the best stock rotation across all warehouses
- Process customer credits and inform the finance team to ensure correct recording of monthly revenues
- Maintain master data across all relevant business platforms

A solid understanding of

- Knowledge of logistics
- Familiarity with Google Workspace applications and Microsoft Suite

Location

- Office-based: Marylebone, London
- 5 days per week in the office

Salary

• £25,000 per year



Finance Executive

The ideal candidate

- Great team player
- A high level of numerical and financial literacy
- Strong communication skills
- Analytical and highly-driven
- High level of attention to detail
- The ability to manage a busy workload and thrive in fast paced environments

Primary responsibilites:

- Process sales and purchase invoices promptly, ensuring compliance with company policies and accounting standards
- Perform regular bank reconciliations to ensure all financial transactions are accurately recorded and discrepancies are promptly addressed
- Liaise with the Operations team to promptly and effectively resolve any invoice-related inquiries raised by customers
- Prepare and maintain the weekly payment list, ensuring accuracy and adherence to payment terms
- Assist in processing pay runs and ensure all payments to suppliers are processed accurately and on time
- Monitor outstanding debts, assist in credit control activities, and contribute to maintaining healthy cash flow
- Assist in various finance-related tasks, such as data entry, filing, and record keeping

A solid understanding of

- Knowledge of finance
- Familiarity with Google Workspace applications and Microsoft Suite

Location

- Office-based: Marylebone, London
- 5 days per week in the office

Salary

• £25,000 per year





Why Candy Kittens is the best FMCG placement...

- Get involved with every member of the CK team, and be treated as an equal from day one
- Working on live team projects, giving the successful applicant real ownership of business critical tasks
- Hands on experience of a fast growth business with the opportunity to work directly with our co-founders, Jamie Laing and Edward Williams
- Opportunity to travel to suppliers and customer sites (including overseas) to see our business operations with your own eyes
- Visiting super sweet conventions, both consumer and trade events, immersing yourself in the world of FMCG
- Potential for future roles at Candy Kittens



"My placement year at Candy Kittens has been way beyond my expectations. I would truly recommend this to any undergrad considering a placement in FMCG. The role is an integral part of the ops team, it's not just making tea! It's given me exposure and partnerships with all functions across the business, and the opportunity to personally develop and grow in a really fun environment"

2023/2024 Placement Student



2023 was our best year yet!

















The sweet life







At Candy Kittens, we believe that Workplace Culture is key to our success. So key, that we have our very own Culture Manager (I know fancy right...?). We love to socialise as a team and always make sure there is plenty of time in the week to have a good-old catch up! From our team breakfast to kick the week off as we mean to go on, to our quarterly away trips - think of it as a team holiday! To ensure that we are meeting the needs of the team, we also run Quarterly Engagement Surveys & Workshops - we hear you & we are always striving to do better.



Life at CKHQ



Yes, you read that right. We get unlimited holiday and it's the dream.



These placement roles are full time office based, so you'll get full exposure to all aspects of the business.



Vitality Health insurance is all yours once you pass your probation period.



Everyone has busy lives, we get that. We're flexible and allow you to manage your own schedule to get the job done.



We're a bunch who love our food. We make a point of sitting and eating a delicious meal together on Wednesday lunch times.



We like to get together once a month to review business, celebrate our wins and acknowledge outstanding team efforts.



We get away from the everyday and spend time as a team. Whether that's camping or learning to surf, we take it off the grid.



Dogs make everything more fun! You're welcome to bring your pals in (as long as they're on their best behaviour).

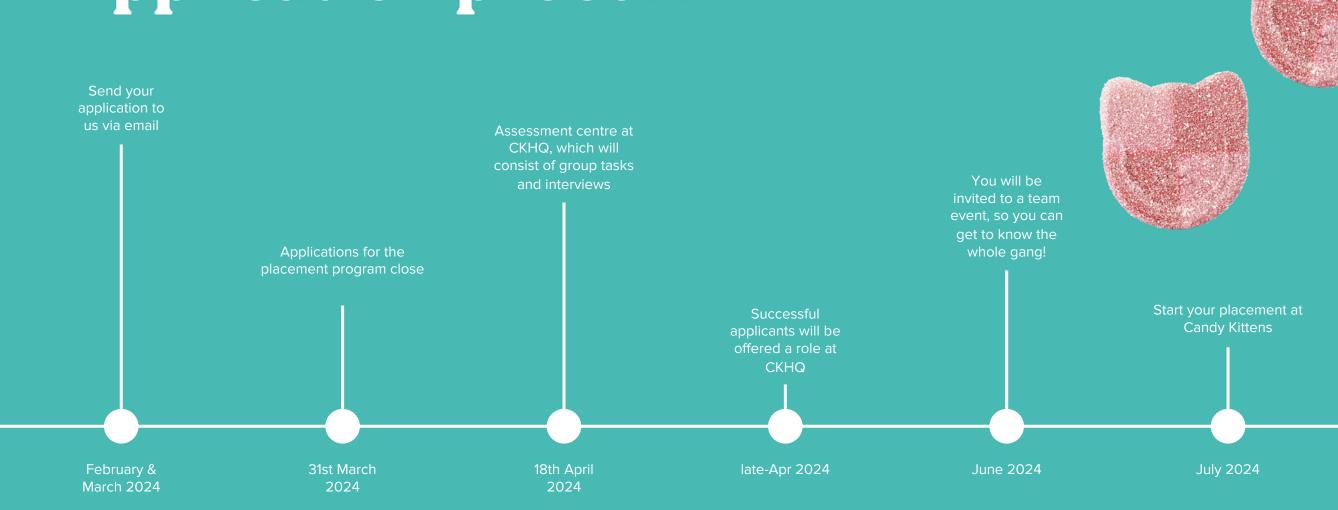


The best perk of the lot. If you're a sweet lover like us (ofc you are), you'll enjoy endless gourmet goodies.



Starting the week as we mean to go on - as a team! Each Monday we kick off with a catch up and a cuppa.

Application process





Bit of you?

Let's sweet talk

Please email your cover letter with a copy of your CV to work@candykittens.co.uk In your cover letter, please include your answers to the following three questions

- You've nailed the interview, and got the job. What does Candy Kittens need to offer you for you to turn to your best friend in 12 months time and tell them it's the best decision you've ever made?
- When are you able to start work at Candy Kittens?
- Which role are you applying for?
 - **Operations Executive**
 - **Finance Executive**
 - Both





