

Role Profile

Job Title: Customs and Compliance Specialist
Department: Supply Chain
Reports To: Supply Chain and Procurement Director
Ref: Ref-260, V3 – 22/05/2024

Role Overview

Reporting to the Supply Chain and Procurement Director the main objective of the role is to be the Customs and Compliance Specialist for the group. The Monaghan Group is an FMCG company.

Main Duties

- Be the assigned person for all customs and compliance issues within the group, must be proactive in conducting duties in a fast-paced environment.
- Engage with governing bodies to develop processes within the business to meet the latest regulations, primarily covering classification of products to minimise duties and meeting ship times.
- Maintain all associated paperwork for 7 years and be the first point of contact for revenue audits.
- Be accustomed to and engage fully with the use of special trade programmes – e.g. Temporary Admission, Outward Processing etc.
- Maintain budgets and report on any duty spend throughout the group.
- Ensure that all submissions to Revenue/ HMRC are on time and accurate.
- Build and manage relationships with all external parties (hauliers, agents, governing bodies etc.) to pro-actively engage and streamline processes.
- Create SOP's for all departments to properly perform routine activity's and engage in customs processes, whilst working with internal departments to minimise duty payments.
- Work with the Tax manager to ensure best practice across all companies incl. Postponed VAT and duties.
- Maintaining a note of and reconciling customs agents costs & tariff costs to underlying records.
- Monitor industry requirements to ensure internal systems can meet any new requirements.
- Work closely with customs brokers and freight forwarders and complete all associated documentation for this purpose.
- Complete Manual declarations for ad hoc movements and in times of Software outages.
- Review overnight and weekend consignments to ensure filings are accurate and efficient.
- Conduct continuous post entry reviews to ensure correctness of all customs documentation, such as reconciling shipments details with filings to ensure we have an audit trail that covers all loads – e.g. tonnes exported – reconciles to weights etc.
- Be the Superuser and Administrator of all customs related software.
- Manage in-house Software, working with both internal and external parties to confirm they are working efficiently and that all upgrades are developed ahead of time to ensure continuity of business.
- Support the alignment of Product Classification and Valuation of our products, to include country of origin e.g. plant and machinery then conduct an annual review.

- Supplier declarations will form a core element of the role and you will ensure all associated paperwork and declarations follow any necessary guidelines, to include completing POA's to allow the completion of paperwork.

Competencies to perform the role.

- Strong knowledge of customs regulations, import & export procedures, and trade compliance.
- Ability to work under pressure and on their own initiative.
- Proven ability to prioritise objectives and duties.
- Excellent PC Skills, particularly Microsoft Excel
- Excellent Communication skills both written and verbal.
- The ideal candidate will be self-motivated, self-directing and proactive with a good work ethic.
- Problem solving, attention to detail and flexibility are essential skills.
- The ability to organise, plan and communicate is essential.

Experience and Qualifications

- Minimum 2 years' experience in a similar role
- Third level relevant qualification – e.g. Diploma in Business and Finance
- Knowledge of ERP Systems and Microsoft Excel is essential.

Desirable:

- Relevant experience in an FMCG environment would be an advantage.
- Customs Qualification

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact