

## F63 (v1) Job Description Form

### General Information

<b>Job title:</b>	Compliance Officer
<b>Reporting to:</b>	Compliance Manager

#### General purpose:

The post holder will be responsible for

- **Customs integrity of all Import and Export movements.**
- **Ensuring that all activities comply with company procedures in respect to stock control and cycle counting.**
- **Understand the process and support all activities of AEO**

#### Key deliverables:

- Liaise with all carrier & clearance agents to arrange import and export customs clearance.
- Obtain copy import and export entries and undertake compliance checks to ensure they have been completed accurately
- Maintain import records by UCR number
- Maintain export records by customs entry number & date of UK departure
- Undertake monthly audit to ensure system records match physical records
- Ensure Supplier declarations are up to date to ensure compliance for Approved Exporter status. Liaise with the purchasing to obtain updated supplier declarations.
- Ensure everything is processed through eCustoms correctly.
- Support all required activities to ensure compliance for AEO.
- Support the Tariff review every 6 months.
- Ensure that all Cycle Counting activities are completed in line with Company procedures and KPI's updated.
- Ensure that all cycle counts are completed in line with yearly targets and are recorded and available for the auditors.
- Carrying out other duties in support of stores activities as and when necessary.

#### Requirements – experience:

- Some knowledge of warehouse activities desirable
- Background of working in an environment where attention to detail is important
- Customs Import and Export experience required

#### Requirements – qualifications

- Numeracy and literacy skills
- Computer skills

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### Requirements – personal characteristics

- A flexible working approach is required this must also accommodate working hours to cover for lunch breaks and close of play

### Other points:

- Able to work overtime as and when required

**Completed by:**

**Daniel Allen-Guinane**

**Date:**

06/12/21