

Role Profile

Job Title: Customs and Compliance Specialist

Department: Finance

Role Overview

Reporting to the Group Financial Controller the main objective of the role is to be the customs and compliance specialist for the group.

Main Duties

- Work closely with customs brokers and freight forwarders and complete all associated documentation for this purpose.
- Do all manual declarations eg packaging, machinery, IT items
- Be the go to person for all customs and compliance issues in the group
- Support the alignment of Product Classification and Valuation of our products
- Be accustomed and engage fully with the use of special trade programmes – eg Temporary Admission, Inward Processing etc
- Supplier declarations will form a core element of the role and you will ensure all associated paperwork and declarations follow any necessary guidelines
- S/he will ensure that all post entry amendments are completed and maintained accordingly
- S/he will maintain budgets and report on any duty spend throughout the group
- Ensure that all submissions to revenue are on time and accurate
- Work with various teams eg Monaghan Engineering to minimise duty payments
- Build and manage relationship with Irish/UK customs officials and pro-actively engage to streamline processes
- Manage TA process on a monthly basis and ensure accuracy of inbound and outbound reporting
- Be first point of contact for revenue audits

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Strong knowledge of classification of goods
- 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

Experience and Qualifications

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

Desirable:

- Relevant experience in a similar business
- Customs Qualification