

Role Profile

Job Title: Customs and Compliance Specialist
Department: Finance
Reports To: Group Financial Controller
Ref: Ref-260, V2 – 09 Feb 2023

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.
- Work with Group Financial Controller to bring Holland/Germany in house
- Do all manual declarations e.g. packaging, machinery, IT items, MBio Powders & Meat free, Spare Parts, Tools - Estimated 10 per day
- Do all daytime mushroom declarations – Estimated 5 per day
- Reviewing overnight and weekend shipments to ensure filings are accurate and made on time
- Reconciling shipments details with filings to ensure we have an audit trail that covers all loads – e.g. tonnes exported – reconciles to total SAD weights etc.
- Maintaining a note of and Reconciling customs agents costs & tariff costs to underlying records
- Clear all yellow, orange and red routings with revenue
- Be the Thyme IT Superuser and Administrator
- Work with CMP/CMG for capital items
- Determine the country of origin for our products
- 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, e.g. Plant and Machinery
- Be accustomed and engage fully with the use of special trade programmes – e.g. 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 e.g. 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
- Maintain all associated paperwork for 7 years
- Annually review list of tariff codes for any changes, new list published Oct 31st each year

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

Essential

- 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 a similar business
- 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

Employee Signature _____ **Date** _____