**A logo for a company

AI-generated content may be incorrect.**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **Senior Customs Specialist UK & Ireland** |
| **Location:** | Wellpark, Glasgow – in person / hybrid (Mon-Fri). |
| **Reporting to (Job title):**  **Travel Requirements:** | Head of Duty, C&C Group  Travel will be required on occasion as appropriate to meet business needs. |
|  |  |

**Purpose of the Job**

To be the Subject matter expert and ensure full compliance with UK/EU customs regulations for goods moving into GB, Ireland, Northern Ireland, and the Channel Islands. Manage customs duties, prepare documentation, customs declarations, and use HMRC systems like CDS and Government Gateway. Support export logistics, maintain records, and ensure excise licenses are current.

**Key Accountabilities**:

* Maintain customs manuals, SOPs, due diligence packs, and letters of authority.
* Report on customs compliance KPIs and ensure targets are met.
* Monitor and interpret changes in customs legislation, advising the business.
* Prepare customs declarations via CDS and provide customs clearance instructions to third-party brokers.
* Reconciliation of Import deferment accounts.
* Submission of CBAM reports for UK and Ireland
* Maintain due diligence packs and letters of authority.
* Liaise with HMRC, Irish Revenue and other tax authorities (as appropriate), freight forwarders, and stakeholders for timely goods movement.
* Maintain accurate records of imports and exports, ensuring MSS compliance.
* Investigate and resolve shipment discrepancies or issues.
* Monitor customs regulations and provide updates to impacted stakeholders.
* Provide expertise and support to colleagues across C&C Group sites for customs compliance.
* Undergo training to cover absences and remain flexible for excise compliance tasks.

**Excise Responsibilities**

* Due to the limited size of the team, the individual will be trained internally to cover absence periods in the excise team and remain flexible to take on other job functions as needed for holiday cover.
* Generate and produce EMCS documentation.

**Skills / Experience Required**

* Minimum 5 years’ experience working with Custom declaration for Import and Exporting in FMCG, preferably in the Drinks industry, with operational experience in excise goods.
* A willingness to learn excise roles and tasks for holiday cover.
* Descartes/Thyme-IT, JDE, and TSS experience desirable.
* Knowledge of HMRC MSS reports auditing desirable; training can be provided to the right individual.
* Proactive in finding alternative solutions to overcome constraints.
* Excellent communication skills and the ability to identify and build relationships with both internal and external stakeholders.
* Excellent Microsoft 365 skills, particularly with Microsoft Excel, alongside strong numerical and analytical abilities, with a keen attention to detail. Comfortable exporting and organising data sets in Excel for analysis.
* Excellent time management skills and the ability to work to tight deadlines.