

JOB TITLE	Logistics Compliance Manager
LOCATION	Aberdeen
EMPLOYMENT	Permanent
REPORTING	Supply Chain Manager - EMEA

DESCRIPTION OF FUNCTION

The Logistics Compliance Manager is accountable and responsible for ensuring business units are fully compliant with applicable UK HMRC import and export rules and regulations and understand import/export rules and regulations of the countries where the company do business in accordance with Company policies and procedures all in line with HM Revenue & Customs (HMRC) law. The job holder oversees import/export activities, manages compliance with customs regulations, and ensures that all documentation and procedures meet legal requirements. This role requires close collaboration with internal teams and external stakeholders to promote best practices, identify risks, and drive continuous improvement in compliance processes.

JOB RESPONSIBILITIES & DUTIES

- Ensuring compliance with UK and international laws, including customs regulations, trade compliance, and import/export controls
- Promoting and embedding a trade compliant mentality across the organisation whilst educating and supporting business stakeholders
- Ensuring that all required documentation for import/export, customs clearance, and trade compliance is accurate, timely, and properly filed
- Prioritising resolution of risks and opportunities to minimise risk
- Initiating, preparing for and leading internal and external compliance audits, providing detailed reports on logistics operations and identifying areas for improvement
- Initiating and completing regular internal and 3rd party reviews and audits on logistics import and export processes
- Complying with company due diligence program regarding end-user forms linked to UK govt. export/import restrictions, sanctions, embargoes on countries, companies and persons
- Implementing internal control measures using MSS, MRN entries and VAT reports as tools
- Reviewing and acting upon Logistics Coordinator error reporting
- Continuing relationship with HMRC as the main contact point for export / import queries
- Managing and being accountable for applicable HM Revenue & Customs requirements, enquiries and visits ensuring that all import/export activities comply with company policy as well as with local, country and international laws and processes
- Maintaining accurate product classification (HS/commodity codes) and country of origin details for imports and exports. Keeping up to date with tariff changes, duty rates, and VAT requirements
- Supporting Company Tax Accountant in dealings with HMRC reporting obligations (VAT & duty)
- Working with Finance, Sales and Legal departments in VAT and EU trade topics and reporting

- Understanding Incoterms impacts and benefits Knowledge and in depth understanding of HMRC authorisations including IP, OP, TA ensuring correct and full completion of relevant Discharges are presented to HMRC
- Completing monthly MSS review, highlighting and resolving errors when found • Active involvement and identification of continuous improvement with logistics processes and systems
- Identifying areas of risk and defining and implementing relevant actions to improve performance
- Accountable and responsible for ensuring that all Logistics and Customs tasks are undertaken and performed in accordance with the company's relevant supply chain and logistic policies, procedures and practices to meet requirements supporting short and longterm business needs
- Providing ongoing training, support and guidance to logistics teams on regulatory changes and compliance requirements to ensure adherence to legal standards
- Liaising with and performance managing external service providers, including freight forwarders, customs brokers and carriers, to ensure that they meet compliance standards

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree in Business or similar relevant qualification(s) or extensive experience in similar shipping role
- Knowledge and experience of the Supply Chain within a manufacturing and/or oil and gas service environment
- High degree of knowledge and experience of import and export procedures and use of HMRC authorisations
- Knowledge and understanding of shipping Dangerous Goods
- Knowledge and understanding of HMRC legislation and responsibilities in line with AEO regulations
- Strong understanding of UK and international trade regulations, customs procedures, and import/export compliance
- Strong knowledge of VAT and PVA requirements
- Familiarity with HS/commodity codes, customs declarations and international trade documentation
- Strong Multi-modal, domestic/international/local transportation experience
- Excellent communication skills, with the ability to train and support cross-functional team
- Experience in managing audits and working with external stakeholders such as customs brokers and freight forwarders
- Financial and Numeric literacy within a business environment
- Strong working knowledge of Microsoft Office programs
- Full UK Driving Licence

Desirable:

- Logistics qualification / Import-export courses and certificates (CILT, GCC etc..)
- Experience in managing international supply chains and familiarity with Brexit-related trade changes
- Knowledge and experience of business ERP system, ideally D365