



Job Description

Job Title Compliance Officer	Department Operations
Line Manager Kiran Kumar	Executive Reporting Line Manager Directors
Contract Term Permanent, Full-time	Contracted Hours Monday to Friday 9am – 6pm. This equates to a 40 hour working week, a high degree of flexibility is required in this role.

Overview of Speciality Drinks Group

Speciality Drinks is a fast-growing and world-renowned international spirits company. Founded in 1999, we were one of the first multi-channel, multi-market global drinks distributors and remain leaders in our field.

We're looking for bright, motivated, passionate and driven people who share our passion for excellence, innovation and delivering great customer service. In return we can offer an exciting, fast-moving, varied environment with great opportunities to develop your career. Could it be you?

Overall objective of Role

To ensure that all Group Companies are conducting its business in full compliance with all local, national and international rules and regulations, that pertain to its industry. This is in addition to meeting internal standards, integrate best practices, mitigate risks and importantly, preserve the Companies integrity by making sure it follows a legal and the highest ethical pathway.

The role holder will be responsible and accountable for compliance across the business, in the development and management of robust compliance management systems. Additionally, will be reviewing, designing and improving business processes to meet standard compliance and governance requirements. By regulatory horizon scanning, gathering relevant data and producing reports, identify and monitor compliance risk areas in the business and initiate corrective action for avoidance of future breaches.

Due to business requirements, it is expected that the role holder will need to have a high degree of flexibility in order to meet the demands of the role. Therefore, it may be necessary to work out of normal working hours due to the nature of the projects, and in order to meet the necessary demands of our client base.

The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.

Working Relationships

Across all departments for Group Companies

Primary Duties and Responsibilities

- Evaluate and mitigate risks affecting the business and seek to improve on a continuous basis through advice and guidance;
- Keeping up-to-date with industry and compliance changes, HMRC regulation, Anti-money laundering regulations, health and safety, HACCP and Food/Drinks safety;
- Draft, modify and implement Company policies and regularly update to ensure compliance;

Speciality Drinks Ltd.

Elixir House, Whitby Avenue, Park Royal, London, NW10 7SF

Tel: +44 (0)20 8838 9444 | Fax: +44 (0)20 8838 9366 | | www.specialitydrinks.com



- Obtaining Supplier due diligence packs and performing relevant HMRC and finance checks, prior to new suppliers being set up, and performing regular checks on the current suppliers list;
- Working knowledge of Bonded Warehousing, and related HMRC regulations;
- Working with the Assistant Operations Manager to achieve the BRC Accreditation, requesting suppliers to provide their BRC accreditation certificates, product specifications and allergens list;
- Manage all audit requirements and attain accreditations such as: BRC Storage and Packaging; ISO 9001; 14001 certifications;
- Ensure compliance of the Payment Card Industry Data Security Standard (PCI-DSS);
- Ensure compliance of GDPR;
- Ensure the submission of obligated packaging waste;
- Drive appropriate actions to ensure product compliance and corporate social responsibility in our supply base;
- Undertake any other projects in relation to compliance or industry compliance.

Key Skills and Knowledge

Essential:

- Minimum of 5 years' experience in regulatory compliance;
- Recent FMCG (Food/Drinks) industry experience;
- Ethical and principled;
- In-depth knowledge of the industry's standards and regulations;
- Knowledge of BRC, HACCP, HMRC regulations;
- Excellent knowledge of reporting procedures and record keeping;
- A business acumen partnered with a dedication to legality;
- Methodical and diligent with outstanding planning abilities;
- Critical decision making and problem-solving ability, need to decide and judge on the information available;
- An analytical mind able to 'see' the complexities of procedures and regulations;
- Excellent verbal and written communication skills needed for communicating with a wider range of people, both internally and externally;
- Ability to work across departments and establish effective working relationships;
- Ability to remain calm under pressure
- Computer IT literate; Advanced user of Microsoft office suite;
- Excellent attention to detail;
- Team player with excellent interpersonal skills;
- Demonstrate a tenacious 'can do' attitude and diligence, must be willing to see an issue through to resolution;
- Proactive; alertness to potential breaches in compliance, and identifying weaknesses in Company dealings;
- Ability to multitask and manage time/workload effectively without reduced quality.

Qualifications and Experience

- Bachelor's/Master's Degree (Law or Business Preferred) or similar qualification.

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