

ROLE PROFILE TEMPLATE

Job Title	HMRC Site Advisor
Business Unit / Group Function	Distilling & Energy
BU Team / Sub-Function	Compliance
Location	Girvan/Strathclyde Business Park/Dufftown
Leader	HMRC Team Leader
People Leadership	No
Job Level	4B
Role Purpose	
To provide Excise and International trade advice, guidance, and support to ensure that the Wm Grants & Sons UK and the Ireland businesses are fully compliant with all relevant current and future legislation in relation to HMR&C and Irish Revenue and other requirements, including the Scotch Whisky and Irish Whiskey Verification schemes.	
Accountabilities	
<ul style="list-style-type: none"> • Manage the Management checks process at Girvan/Dufftown and SBP ensuring ongoing HMRC compliance. • Complete all Management Checks at Girvan/Dufftown and SBP whilst supporting and ensuring all non-conformances raised are closed out. • Ownership of all management checks work instructions ensuring that these remain up to date • Ensuring the sites ongoing compliance to the Verification of Scotch Whisky process. • To work with all team Leaders with HMRC responsibilities to ensure the operational processes are HMRC compliant including Dry Goods, Wet Goods, Customer Relations, Vat Hall, Process and Bottling at Girvan/Dufftown and SBP. • To drive/facilitate improvements in HMRC processes to ensure ongoing HMRC compliance • To advise and support Team Leaders and Team Members on any day-to-day issues ensuring ongoing HMRC compliance • Advise and support Team Leaders during HMRC investigations, maintain the site HMRC incident log, and ensure corrective actions recorded are actioned to ensure non re-occurrence. • To attend SWA HMRC Committee Meetings as required. • To deliver training and induction training to leaders and team members at the respective sites. • To support the ongoing development of the Site HMRC Co-ordinator. • To lead the HMRC Section in the monthly team and area leader meetings. • Responsible for the monthly reporting of site HMRC KPI's. • Share with / educate site leaders on all new HMR&C legislative changes • To be the main site HMRC contact for Girvan or Dufftown and SBP. 	
Created by:	Verona Farrell, HMRC Team Leader
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HRBP:	Kirsty Morris
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