

JOB DESCRIPTION

Job Title: Export Compliance Controller	Department: Acal BFi Hub Purchasing Team
Reports To: Inventory & Purchasing Manager	Location: Wokingham

Person Specification	
<i>Qualifications & Knowledge</i>	<ul style="list-style-type: none"> • Proven experience and training in Export Compliance • ERP knowledge & experience
<i>Skills & Experience</i>	<ul style="list-style-type: none"> • Proven experience in managing export controls and knowledge of UK, EU and US regulations • Experience of working with UK and overseas export authorities • Computer literate (MS Office - especially Excel) • Good standard of literacy and numeracy • Excellent administration skills • Correlating, compiling information and record keeping • Report creation and analysis • Clear and concise communication skills – verbal and written • Experience of supporting European offices preferable
<i>Personal Attributes</i>	<ul style="list-style-type: none"> • Excellent planning and organisation skills • Self-driven but able to work as part of a team • Proven ability to meet deadlines • Excellent accuracy skills and attention to detail • Proven ability to work under pressure • Creative – able to think ‘outside the box’ • Excellent relationship management / interpersonal skills

<p>Scope of Responsibility:</p> <ul style="list-style-type: none"> • Management & reporting for all Export compliance obligations, maintaining knowledge of the legislative requirements and the availability of information. • Working closely with the Acal BFi German Export Control team to ensure EU export Controls are adhered to. • Provide support to the central Purchasing department based in Wokingham, which provides support to offices in both the UK & Central Europe.

Purpose of the Job:

- Develop and maintain Export Control process to ensure compliance to current legislation/ collating data, capturing it within the ERP system and reporting.
- Provide guidance and support on export control legislation and procedures to Sales offices and Purchasing team.
- Support the Inventory & Purchasing Management team with administration assistance and producing monthly and periodic reporting.

Main Duties & Accountabilities:

- Develop and maintain procedures for export control compliance.
- Ensure up to date knowledge of all Export compliance legislative requirements and best practice.
- Ensure integrity of Export compliance data in our ERP system and the maintenance of item UK, EU & US export ratings.
- Responsibility for UK Export License applications and the management of the use of OGELs, including appropriate record keeping for audit purposes.
- Application and management of US re-export licenses.
- Provide guidance and check end user statements, due diligence, and export control forms.
- Liaise directly with suppliers, internal & external sales, customer services, warehouse, and freight forwarders to ensure we meet our export and re-export compliance requirements
- Monitor daily exports orders and ensure the appropriate export licenses are in place for the compliant shipping of devices and technology.
- Co-ordinate Export Compliance Audits
- Administration support including:
 - Intercompany stock transfers,
 - Produce & distribute designated Ship & Debit
 - Point of sales reports as required
 - Maintenance of system data, daily checks to ensure a clean database
 - Performing ad hoc administrative support as and when required

Any other relevant and reasonable duties that may be requested by management