

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/bonded-warehouse-manager/>

Bonded Warehouse Manager

Description

Bee Happy Recruitment are currently seeking a highly skilled and knowledgeable Bonded

Warehouse Manager to lead and oversee a bonded warehouse operations in Hampshire.

The successful candidate will be responsible for ensuring full compliance with HMRC

regulations related to bonded goods, while maintaining the highest standards of operational

efficiency, security, and accuracy. Reporting directly to the Group General

Manager/Managing Director, the Bonded Warehouse Manager will also be the subject

matter expert (SME) in all areas relating to the buying, warehousing, moving, and selling of

bonded items.

Key Responsibilities:

HMRC Compliance and Regulation Management:

-Customs Warehousing Procedure (CWP):

- o Ensure full compliance with customs warehousing systems, enabling the storage of goods with customs duties and VAT suspended, in line with HMRC regulations.

- o Manage the submission of accurate customs declarations when bonded goods enter or exit the warehouse, ensuring duties are paid when required.

- Excise Duty Suspension:

- o Enforce compliance with Excise Notice 197, managing the storage and movement of excise goods (such as alcohol and tobacco) under excise duty suspension.

- o Maintain accurate accounting of excise goods under bond, ensuring full visibility and reporting of stock levels, and verifying that all movements comply with HMRC requirements.

- EMCS (Excise Movement and Control System):

- o Operate and manage EMCS for tracking the movement of excise goods within the EU, ensuring electronic administrative documents (eAD) accompany any excise goods leaving the warehouse under suspension.

- Warehouse keeper Licence Compliance:

- o Ensure the bonded warehouse operates within the terms of the authorisation granted by HMRC, adhering to all security, accounting, and reporting requirements.

- Stock Record Keeping and W1 Returns:

- o Oversee the accurate and timely submission of monthly W1 returns, detailing stock levels, goods received, and goods removed from bond.

- o Maintain meticulous stock records and ensure proper documentation for all bonded goods, in line with HMRC's audit expectations.

Operational and Team Leadership:

- Team Management:

- o Lead and manage the warehouse team, ensuring high levels of performance,

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Job Location

Hampshire.

Base Salary

£ DOE

Valid through

04.07.2025

efficiency, and compliance across all warehouse operations.

- o Train and develop staff to understand and uphold all compliance and operational requirements, ensuring the secure handling of bonded goods.

- Process and Workflow Optimisation:

- o Implement and maintain processes that ensure smooth, compliant operations, from the buying and warehousing of bonded goods to their sale and movement.

- o Liaise with internal departments, suppliers, and customers to ensure the accurate and compliant movement of goods into and out of the bonded warehouse.

- Physical and IT Security:

- o Ensure the warehouse meets strict physical and IT security standards to prevent the unlawful removal or theft of goods under duty suspension.

- o Monitor access control, surveillance systems, and implement regular audits to maintain the integrity of warehouse operations.

- Compliance Audits and Inspections:

- o Conduct regular internal audits and prepare the warehouse for HMRC inspections, ensuring full compliance with all customs and excise regulations.

- o Respond to any HMRC audit findings, making necessary improvements to maintain high standards of compliance and operational integrity.

Subject Matter Expertise (SME) in Bonded Goods Operations:

- Buying, Warehousing, and Selling Bonded Goods:

- o Act as the subject matter expert (SME) for all bonded goods, ensuring full knowledge and compliance in the processes of buying, storing, moving, and selling these items.

- Regulatory Updates:

- o Keep up to date with any changes in HMRC regulations or customs legislation affecting bonded goods and warehouse operations, ensuring immediate implementation of any required updates to procedures.

Key Compliance Knowledge Areas:

- Customs Warehousing Procedure (CWP)

- Excise Goods Regulations (Excise Notice 197)

- Excise Movement and Control System (EMCS)

- Warehouse keeper Licence requirements

- W1 Returns and bonded stock reporting

- HMRC Notice 232 – Customs Warehousing Standards

- Import and Export Documentation (SAD, C88 Customs Declarations)

Qualifications and Experience:

- Essential:

- o Minimum 5 years of experience managing a bonded warehouse or similar environment with a strong focus on HMRC compliance.

- o In-depth knowledge of HMRC regulations concerning customs warehousing and excise goods, including experience with EMCS, CWP, and duty suspension processes.

- o Proven track record in managing warehouse teams and ensuring adherence to high standards of security, efficiency, and compliance.

- o Strong leadership and communication skills, with the ability to coach and manage a team while liaising effectively with external stakeholders.

- o IT proficient, particularly in warehouse management systems (WMS) and Microsoft Office applications (Excel, Word).

- Desirable:

o Certifications or professional training in bonded goods, warehousing, or customs compliance would be advantageous.

Compensation:

Competitive salary based on experience, with an attractive benefits package.