

WSTA Lead Compliance Officer



Hours: Full-time
Location: London, SE1

Closing date: 5pm, 23 October 2017
To apply: Please send CV and covering letter to David Richardson, david@wsta.co.uk

Role

The Wine and Spirit Trade Association (WSTA) is the voice of the wine and spirit industry, representing over 300 companies producing, importing and selling wines and spirits. We are looking for a highly organised team player to develop and support the WSTA's compliance function, including managing third party relationships, providing advice to members and managing the WSTA's internal compliance obligations.

The ideal candidate will be reliable, flexible, and able to take direction as well as work on their own initiative. They will be able to manage their own workload and work well with other team members. They must be able to work well under pressure and prioritise a demanding and varied workload. They must also have a friendly and positive approach, pay close attention to detail, and have excellent IT and communication skills.

This position reports to the Regulatory and Commercial Affairs Director and will be based in our offices in London, some national travel and occasional international travel.

A full job description and person specification is available here: http://www.wsta.co.uk/images/WSTAjobsboard/WSTA_LeadComplianceOfficer.pdf

Responsibilities will include:

- Leading the WSTA's new Primary Authority Co-ordinated Partnership with Salford City Council, including managing the provision of Assured Advice and informal business advice to members and keeping the WSTA's entry on the BEIS database up to date.
- Advising members and non-members on a wide range of compliance issues, such as licensing, product labelling, HMRC and FSA rules and general "licence to operate" requirements.
- Identifying new and existing government policies that will have an impact on compliance, such as the Modern Slavery Act, bribery and corruption reporting, anti-money laundering requirements, and consumer protection rules, influencing policy and communicating these requirements to members.
- Identifying opportunities to communicate compliance issues to members individually, in groups, formal and informal meetings, seminars and other events.
- Attending meetings with other government departments, including HMRC, the Home Office, BEIS and DEFRA/FSA to ensure the views of the wine and spirit industry are understood and taken into account in the development of HMG's priorities.
- Managing the WSTA's internal compliance for issues such as GDPR including maintaining a risk register.