

ROLE PROFILE

Job Title: Compliance Inspector	Reports to: Compliance Manager
Based at: Leamington Spa Office	Date: June 2021

<p>Job Purpose</p> <p>To undertake regulatory reviews of enrolled Environmental Bodies (EBs) and approved projects across England, and Northern Ireland, as directed by the Compliance Manager; to ensure that the EBs comply with the requirements of the Landfill Tax Regulations 1996 (Regulations).</p>
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Key Results Areas	Responsibilities
Regulatory Performance	<ul style="list-style-type: none"> Review the regulatory performance of EBs, in accordance with ENTRUST's compliance programme, to ensure that the integrity of the Landfill Communities Fund (LCF) is maintained. Identify and record areas of non-compliance; Validate Annual Return (Form 4) data submitted to ENTRUST to the primary data held by EBs; Ensure thorough follow up of ENTRUST compliance inspections that all agreed actions are completed; and Carry out investigatory reviews of EBs and/or their registered projects in response to reported problems or concerns.
Reporting	<ul style="list-style-type: none"> Produce written reports detailing the findings of each compliance review and advising EBs on actions that they are required to carry out to rectify identified breaches; Produce reports using the standard format and within timescales required by ENTRUST's internal reporting standards; Ensure that adequate and sufficient electronic inspection files are maintained to support the findings of compliance reports; and Ensure that accurate and current information is recorded in ENTRUST's data management portal, Entrust Online (EOL) in a timely manner.
Minimise Non-Compliance	<ul style="list-style-type: none"> Be proactive in providing advice and guidance to EBs on their regulatory obligations to ensure that non-compliance is minimised; Respond promptly to requests from EBs for advice and guidance on how regulatory requirements can and should be met; Report serious concerns or breaches identified at reviews to the Compliance Manager as soon as possible.

Revocation	<ul style="list-style-type: none"> Carry out reviews of organisations seeking voluntary revocation from the scheme and prepare reports highlighting issues which would prevent the approval of revocation of an EB.
Internal Liaison	<ul style="list-style-type: none"> Ensure close liaison with all ENTRUST staff to ensure effective communication between departments to allow the Company to perform its regulatory functions to the highest standards; and Ensure communications with EBs and other relevant information received is recorded on EOL.
Delivery of Corporate Objectives	<ul style="list-style-type: none"> Support the Compliance Manager in delivering corporate objectives; Ensure individual and company performance measures and KPIs are achieved; Attend Compliance Meetings, Staff Meetings and other Company events and training as required; and Undertake additional activities from time to time, as defined by the Compliance Manager.
Person Specification	
<p>Knowledge, Skills & Experience:</p> <ul style="list-style-type: none"> Qualified, or working towards the attainment of a recognised professional accountancy, or internal audit qualification; Experience in, or an understanding of the role of a Regulatory body; Ability to quickly absorb and understand the LCF Regulations and principles of the scheme; Good interpersonal and influencing skills; Excellent verbal and written communication skills; Able to produce concise and well written reports; High level of IT skills in using MS Office Word, Excel and Outlook; Excellent time management skills; and Ability to multi-task; 	<p>Personal Attributes:</p> <ul style="list-style-type: none"> Attention to detail; Ability to plan and prioritise workload with minimum level of supervision; Enquiring mind; Professional and positive attitude; Able to work on own initiative; Ability to interact with people at all levels, and Flexible and responsive to change
Special Features	
<p>The role requires approximately 20% travel across England and Northern Ireland, including occasional overnight stays.</p>	