

## Customs Excise Analyst

<b>Location:</b> Remote with travel to Pimlico and/or Waitrose DC's as required	<b>Lines of business or shared capability area:</b> Excise and Customs analyst
<b>Reports to:</b> Customs and Excise Manager	
<b>People Management:</b> No ▾	
<b>Assignment Management:</b>	
<b>Partnership Level:</b> Partnership level 7 ▾	<b>Manager's Partnership level:</b> Partnership level 6 ▾
<b>Number of direct reports:</b>	<b>Partnership level(s) of direct reports:</b> None ▾

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

### Critical purpose of the role

To ensure all movements of excise goods in duty suspension are managed accurately on the relevant systems and in the correct time period, meeting all legislative and regulatory requirements. All excise stock held within the bonded warehouse must be correctly recorded, reconciled, and reported on in line with HMRC specifications. This will ensure that the business accounts for the correct excise duty, mitigates financial risk, and maintains excellent regulatory compliance with all HMRC-related legislation.

Through your Profession, you will have the opportunity to develop and stretch personally and professionally to achieve your potential. The Partnership supports agile and flexible working practices, such as when, where, and how we work. We celebrate diversity and inclusion and are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

### Primary Outcomes & Accountabilities

#### Legal Compliance

- Create and manage excise declarations for all dispatches and receipts using the prescribed Duty Management System (e.g., EMCS).
- Ensure all movements meet regulatory requirements and are completed within the correct time period.
- Adhere to all legislative requirements for the holding

### Measures of success

- All excise movements are created and discharged in the correct period.
- Retention of company excise authorisations.
- Positive internal and external audits by HMRC.
- Documentation evidencing controls is up to date and signed



<p>and moving of excise goods in duty suspension.</p> <ul style="list-style-type: none"><li>- Keep abreast of legislative changes affecting excise.</li></ul> <p><b>Evidencing controls and governance processes</b></p> <ul style="list-style-type: none"><li>- Maintain up-to-date documentation of all excise-related processes and movements.</li><li>- Analyse and audit key data elements in accordance with internal procedures (e.g., daily movement checks, stock reconciliation reports).</li><li>- Evaluate and investigate any discrepancies with warehouse teams and hauliers.</li><li>- Manage the audit of excise stock records and movement history monthly.</li><li>- Prepare data for all necessary returns to HMRC (e.g., W1) as a result of monthly control checks, including Drawback claims.</li></ul> <p><b>Risk Management</b></p> <p>Perform regular checks on open movements, stock records and guarantee limits. Maintain appropriate controls and up-to-date evidential documentation. As required, assist with Business Control checks and other risk management techniques including reconciliations and assist with entry amendments. Raise and escalate areas of concern, whether of internal or external source.</p> <p><b>Control use of Guarantees and Deferment accounts:</b></p> <p>Help manage the use of our excise movement guarantee through diligent creation and discharge of declarations.</p> <p>Authorise and manage returns and disposal of bonded goods.</p> <p><b>Stock Reconciliation</b></p> <p>Work closely with the warehouse operations team to investigate stock discrepancies and confirm the integrity of bonded stock records.</p> <p><b>Process Development</b></p> <p>Working with the team, internal and external stakeholders to identify opportunities for process improvements</p> <p><b>Teamwork</b></p> <p>Work proactively with others to coordinate work, ensure deadlines are met and to maintain high levels of service to team and operational partners.</p> <p><b>Developing Self</b></p> <p>Take ownership for your personal and professional</p>	<p>off.</p> <p>Mitigates risk of incorrect excise duty payments.</p> <p>Documentation evidencing controls are up to date. Reports and Control Sheets signed off by Line Manager. Business Controls passed</p> <p>Proactive engagement in the improvement of processes.</p> <p>Shows willingness to assist others, share and learn from others.</p>
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development with the support from your line manager

### Skills

Prioritisation

Plans and reviews workload regularly and is prepared to adapt to ever changing circumstances to ensure deadlines are met

Able to work under pressure

Works to understand what is within control and what is not and practices acceptance of this. Prioritises and plans effectively and is realistic about what can be achieved to ensure that the most important and urgent activities are communicated and achieved

Flexibility

Appreciates and embraces change, easily adapting to changing circumstances/demands

Continuous Improvement

Identifies processes where there may be opportunities for improvement and makes recommendations for change

Builds Relationships

Proactively interacts with everyone, building rapport and making a positive impression in order to collaborate and build lasting connections with team members and key stakeholders

### Qualifications & Experience (where applicable)

#### Essential

- Proven experience of creating excise movements on EMCS.
- Good written communication skills
- Excellent attention to detail.
- Proficient in Excel and/or Google sheets.
- Ability to work under pressure and adapt to a changing environment.
- Basic knowledge of excise principles and warehousing.
- Previous experience in a Customs or Excise role.

#### Desirable

- Knowledge of excise documentation requirements (e.g., W5D, W1).
- Knowledge of documentation requirements for different products and origins
- Good knowledge of excise stock management and reconciliation.
- Good knowledge of duty suspension procedures.

### Version

### Created/updated by

### Date

1.0

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04/08/2025