

Job Specification

For: Member Audit Compliance Manager

Reports to: Head of Finance

Job Description

Repak is an environmental not-for-profit organisation, with a social mission.

Our purpose, on behalf of our Members, is:

- to lead the recycling and sustainability of Ireland's packaging waste;
- to advocate for a new circular economy; and
- to educate business and consumers on reducing and recycling packaging waste.

Repak has a vacancy for a Member Audit Compliance Manager.

Core Function:

1. To put in place an Audit programme and conduct an agreed number of audits on statistical returns by Repak Members to ensure the veracity of reported tonnes of packaging material returned to Repak on a twice yearly basis.
2. Any other audit work streams as required.

The Person:

- A third level business degree is desirable but not essential.
- Compliance assessment experience is a requirement
- Environmental audit, Financial audit or Forensic accounting experience would be an advantage.
- Strong communication and interpersonal skills with firm ability to back up and stand over audit findings.
- Good interpretation skills in terms of an ability to be informed on Packaging Regulations and Repak Payments Scheme Rules to enable resolution/clarification of issues with stakeholders, while maintaining a commercial mindset.
- Strong written and presentation skills.
- Strong IT skills particularly in MS Office, MS Dynamics CRM and if possible Power BI.
- Strong team player with an ability to work collaboratively across a range of stakeholders to deliver solutions and results.
- Full clean driving licence.

Notes

Setting

Repak is a not-for-profit business with a strong social mission. The business is small, nimble, and able to make quick decisions. Repk is ISO 9000 approved and Approved to operate as an Extended Producer Responsibility Scheme by the Department of the Environment, Climate and Communications.

There is a legal obligation on most packaging producers to ensure that packaging is recovered and recycled. They pay a fee to Repak to enable Repak meet this legal obligation on their behalf, the level of the fee being determined by the cost of the recovery and recycling of the packaging material. Repak then uses this fee income to subsidise the waste recycling industry via the Repak payment Scheme to maximise the recycling of waste packaging in line with the terms of its Approval from government.

Repak Members currently contribute significantly to Irelands recycling targets. Continuing to do this will present challenges for Repak and its key external stakeholders in the coming 5 years as such targets are increased.

Team

37 in the business today split between executive, membership and recruitment team, operations (recovery and recycling) team, marketing, finance and IT support. The person will be part of the Finance Team and will work closely with the Membership and Operations teams.

The Member Fee and Audit Compliance Manager reports to the Head of Finance, and will work closely on a day to day basis with the Head of Membership and Recruitment and the Head of Operations, alongside their respective teams.

Environment

- Culture - innovative - nimble, team driven, with a strong leadership team who constantly challenge and come up with fresh ideas;
- Collaborative working environment;
- Job will entail a high level of on-site visits to Members and Recovery Operators.
- Repak operate a Hybrid working policy(3 days in office or offsite /2 days work from home or off site— one of the two days at home must be a Friday – one of the 3 days in the office must be a Wednesday (Finance & IT team day);
- Repak Office location is near the Red Cow roundabout.

Success in the Role will reflect

1. Repak ability to stand over the veracity of returns from Members via a defined effective audit programme;
2. Any shortfalls in revenue recovered and any overpayments refunded in a timely manner;
3. Building up strong working relationships with internal **and** external stakeholders.