

JOB DESCRIPTION

Job Title: **Compliance Executive (Business Affairs)**

Department: **Business Affairs**

Reports to: **Senior Business Affairs Manager**

Purpose of the job:

To provide support for the Compliance function of the department; working closely with and in support of the Compliance Controller including invoicing and collection of payments for designated areas of foreign rights, licensing and other subsidiary rights agreements (whether advances, guarantees or royalty income) in a timely manner and maintaining up-to-date, accurate records and filing systems relating to such income ensuring accurate posting to the royalty system; other ad hoc tasks across department as and when necessary

Key tasks:

- Invoicing for Foreign Rights, Licensing, permissions and any other subsidiary rights income (advances, guarantees & royalty earnings); areas of activity to be divided out in discussion with Compliance Controller
- Compliance tracking & chasing for royalty statements, unpaid invoices and advances & guarantees in relation to designated areas from Foreign Rights, Licensing, permissions and other subsidiary rights licensees via Biblio and/or department spread-sheets as needed
- Entering Receipts onto Biblio, ensuring relevant commissions deducted/paid over, currency conversions, bank charges & foreign tax dealt with as needed
- Verifying royalty statements received in & querying as may be necessary; accurately posting onto Biblio royalty system; scanning SR Royalty statements onto system after posting
- Monthly reconciliation of SR Receipts
- Within areas of control managing credit control system for overdue debt; liaising with relevant department members regarding next legal steps; liaising as needed with Debt Collection agency
- Completing double taxation forms ensuring correct liaison with relevant tax offices and agents as necessary
- Helping to test relevant areas of new Biblio Sub-Rights royalties developments when system releases issued by Virtusales (every 6-8 weeks)
- Keeping customer VAT and tax statuses up to date and correct on Biblio
- Updating centralised spreadsheets for withholding tax deductions made/not made under self-certification
- Regular meetings/liasion with Business Affairs senior staff, relevant Licensing teams and International Sales to run through outstanding payments, discuss and resolve outstanding issues and legal follow through for unpaid advances and/or termination of agreements/reversion of rights, as appropriate to situation
- Related administration: maintaining files & records; own correspondence
- Dealing with both internal and external payment and related queries
- Providing key administrative support to the Compliance Controller

**The management has the right to amend the job description
in consultation with the employee to reflect changes in or to the job**