

Martyn Fiddler Customs Services Limited

Operations Executive

Martyn Fiddler's UK office, based close to Stansted Airport in Bishop's Stortford, has an exciting opportunity for an Operations Executive to join the busy Customs Operations Team.

About Us

Martyn Fiddler has over 40 years' experience in helping clients manage their business aircraft and an extensive range of other high value assets including marine, art, property and investments.

We are renowned worldwide for our services with unrivaled in-house capabilities to identify challenges and provide bespoke solutions for aircraft and asset owners. We specialise in European and UK ownership, taxation, and customs. Our clients benefit from the experience, training and expertise of a dedicated business team working together on solutions which save our clients time and expense.

Our in-house tax advisors provide our clients with independent, indemnified VAT and tax advice whilst our experienced group legal counsel and compliance teams work with our clients to ensure the highest standards are met. Full management for each client is provided by a specialist team of administrators.

In a niche market our Customs team provide in-house customs solutions across a number of jurisdictions for clients selling, buying, importing or exporting aircraft and other high value assets. We provide innovative solutions to clients to ensure compliance with tax and customs regulations while ensuring clients benefit from over forty years of expertise to make each transaction as smooth as possible.

Together, we are committed to ensuring each business solution complies with corporate, regulatory and tax legislation.

We believe that building trust creates loyalty, being creative drives innovation, and working hard while having fun brings growth and success. Our business is all about relationships: with clients, partners, employees, suppliers and our community. This vision, together with our company values of self-responsible, caring and open, form the basis of everything we do.

About You

The successful candidate will be an experienced administrator ensuring customs compliance, regulatory currency and process management of UK and EU customs entries. The Operations Team play a key role in delivering high quality technical and operational services within the Customs and Tax division. You will display exceptional attention to detail, strong organisational skills, and have the ability to liaise effectively with global clients and external parties.

You will demonstrate a strong work ethic, a proactive approach to problem solving, and the ability to collaborate effectively with colleagues across the team.

You will develop a solid understanding of UK and EU Customs regulations and support the business in ensuring accurate, compliant, and timely processing of all documentation and operational tasks. Proven administration experience, a willingness to learn and the ability to integrate into a small team is important. Full training on all systems and processes will be provided.

martynfiddler.com





Full time &
permanent



09:00 - 17:00
Monday - Friday



Competitive
salary

Duties & Responsibilities (to include but not limited to)

We are looking for an experienced Operations Executive to join the Customs Operations Team and work across all aspects of processing and trade compliance, including:

- Receive and issue client communication in all forms.
- Create and maintain client files, engagement packages, and associated documentation with exceptional accuracy and attention to detail.
- Collect, review, and verify client Due Diligence (KYC/AML) information.
- Input, update, and maintain client and internal records across multiple internal systems, including CRM, NavOne, Laserfiche, and CDS.
- Develop a strong working knowledge of UK and EU Customs regulations, processes, and requirements.
- Prepare and submit Customs declarations in line with regulatory standards.
- Liaise with external third parties, including HMRC, to support compliance and operational needs.
- Contribute to continuous improvement of operational processes and service delivery.
- Collaborate with teams across the wider business to ensure clients receive seamless service delivery.
- Assist with additional duties as required to support the smooth running of the department.



Company Benefits

From your first day you will receive...



25 days Annual Leave



Flexible Christmas Working



All England & Wales
Bank Holidays



Day Off on Your Birthday



Generous Length of
Service Holiday Reward

At three months you will receive...



Auto Enrol Pension Scheme (employer contribution at 6%)

Upon successful completion of your probation period you will receive...



Private Medical Insurance
(Including optical & dental)



Death in Service Policy
(4 x annual salary)



Enhanced Company Family
Leave Scheme



Discretionary Annual Bonus



Flexible / Hybrid Working



Holiday Purchase Scheme

For more information and to apply please email
HR@martynfiddler.com

