

Contracts & Compliance Manager

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Company: The Barton Partnership

Location: United Kingdom

Category: other-general

Ready to step into a role where your attention to detail makes all the difference? Keen to be our cornerstone of regulatory success? Then look no further: We are excited to announce we are seeking a talented and experienced Contract Compliance Manager to join our team.

The Contract Compliance Manager will be responsible for ensuring all contractual obligations and compliance standards are met concerning the provision of independent consultants and contractors globally. We are looking for an individual with the ability to manage upwards, push back respectfully, and design and lead on best practice. This position requires a meticulous individual with exceptional attention to detail, strong analytical skills, and the ability to effectively manage complex contractual arrangements across a range of geographies.

Job description: Independent Contractor and Consultant Point of Contact and DPO Serve as the primary contact for contractors, clients, and consultants regarding contract, compliance, and legislation queries globally. Act as Data Protection Officer for the business. **Contract Management and Compliance Oversight:** Review requested amendments to standard contracts and negotiate terms with both contractors and clients.

Review and negotiate terms in client-owned agreements (IC and Perm), identifying risks and drafting amendments. Manage the IR35 process, including collating and recording SDS (Status Determination Statements) and assisting consultants with client discussions.

Conduct regular internal audits of contractor documentation and records to verify compliance with contractual terms, including employment status, tax classification, and licensing requirements. Implement corrective actions and remediation plans as necessary to address compliance deficiencies. Identify and assess potential risks associated with

contractual agreements and develop strategies to mitigate such risks. Legislation and Compliance: Stay informed about global legislative developments affecting the recruitment and staffing industry and keep the business informed. Join client calls when necessary to assist with onboarding and discuss legislation changes or obligations. Contract Administration: Oversee the Independent Consulting Solutions contracts process. Assist the CFO with any legal disputes. Manage external supplier agreements. Team Management: Supervise the Contracts and Compliance Administrator, overseeing tasks related to contractor compliance, contract issuance, and data accuracy in Salesforce. Set up projects on the Timesheet Portal and ensure accurate time sheet submissions. Monitor self-bill agreements and chase unsigned contracts. Handle ad hoc projects related to compliance, contracts, and candidate onboarding. Organisation Development: Monitor and assess changes in legislation and regulations related to our industry. Establish and maintain strong relationships with industry bodies (in particular, APSCo) and ensure compliance with their requirements. Develop and deliver contract compliance training programs to educate employees on their responsibilities. Coordinate with internal teams to ensure regular mandatory training is completed and all teams are operating in compliance with data protection and privacy regulations. Skills and Competencies: Previous experience in the recruitment and staffing industry - essential. 3+ years of experience in contracts management and compliance - essential. Strong knowledge of IC contract law, data protection and privacy principles across EMEA, APAC, and USA - desirable. Strong analytical skills with the ability to interpret complex contractual documents and identify compliance issues. Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders. Ability to work effectively in a fast-paced and dynamic environment. Professional certification in contracts management or compliance (desirable) Bachelor's degree in Law, Business Administration, or a related field (desirable) What's in it for you The opportunity to demonstrate your expertise around contract compliance in a professional yet fun and highly supportive work environment. We offer a competitive salary and performance related bonus. In addition to this we also offer several market leading benefits, some of which are listed below. Unlimited holiday (after one years' service) 3pm finishes every Friday. Private healthcare Discounted gym memberships Annual high performers away trips (both sales and non-sales) Three fixed days per week in the office (Monday, Tuesday and Thursday), with the opportunity to work remote on other days (or come into the office if you prefer) Cycle to work scheme EDI committee Regular fundraising trips and initiatives

Opportunity to work at a B-Corp company Family friendly policies including enhanced parental leave and paid time off for fertility treatment Wellbeing leave including paid time off for gender reassignment, hormone related challenges and cancer treatment, as well as flexible working to support during time of need Wellbeing programs including access to counselling services and financial wellbeing support and advice Work from anywhere and paid sabbaticals

About The Barton Partnership Purpose - To accelerate growth and transformation, inspiring positive change globally. Mission - We empower people and organisations through innovative talent solutions, from strategy to execution. Through a consultative approach to talent placement and a talent-led approach to consulting, we solve complex business challenges whilst championing diversity and sustainable business practices. Vision - To be the leading, globally aligned talent solutions firm, fostering long-term partnerships through world-class client service. Having been founded in 2007, The Barton Partnership has established itself as the pre-eminent and a multi award-winning, niche, executive recruitment firm providing permanent search and independent consulting services across all aspects of Strategy & M&A, Digital, Data & Analytics, ESG & Sustainability, and Transformation & Change. We have offices in London, New York, Paris, Singapore, Australia and Hong Kong. Our clients include FTSE listed and Fortune 500 companies across all sectors/industries; SMEs, Strategic, Innovation & Management Consulting firms (large and boutique), Global Financial Services, Private Equity and Venture Capital organisations. Our network represents talent from Analyst to Partner/MD level across all disciplines and sectors associated with Strategy & M&A, Digital, Data & Analytics, ESG & Sustainability, and Transformation & Change. Our independent consulting business provides clients with candidates and teams for business-critical projects across Europe, North America and AsiaPac. We maintain a curated global network of more than 8,500 independent Consultants, and in 2022 we ranked Gold for Consulting Networks in the UK's Leading Management Consultants report by the Financial Times. In 2023 The Barton Partnership was accredited as one of UK's leading consulting networks for a third consecutive year, along with a top ten placement in the Recruiter Hot100 Awards. The key to our success lies in the experienced talent we have acquired ourselves. Our team consists of industry veterans and former tier-one strategy consultants working alongside sector-specialised experienced recruiters, which gives us a clear and distinct advantage in understanding the needs of the people we work with, whether you are an employer seeking new talent or someone looking for a career change. Employment at TBP is based solely on a

person's merit and qualifications directly related to professional competence. We do not discriminate against any employee or applicant because of age, race, disability, sex, gender reassignment, sexual orientation, pregnancy, maternity, race, religion or belief, marriage, and civil partnerships. Powered by JazzHR

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