



## Head of Compliance

### Job Information

**Hiring Company**[KPay Japan KK](#)**Job ID**

1517542

**Industry**

Other (Banking and Financial Services)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

Negotiable, based on experience ~ 10 million yen

**Work Hours**

9:30am - 6:30pm

**Refreshed**

March 12th, 2025 12:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**About KPay :**

KPay Merchant Service Limited (KPay) is a fintech company committed to unleashing the growth potential of businesses of all sizes, with simple and smart technology. Serving over 37,000 merchants in Hong Kong, Singapore and Japan, KPay aspires to be the business platform of choice for merchants across the Asia Pacific. The comprehensive solutions of KPay cover customer-led payment, financial management, operational and digital transformation. The all-rounded KPay payment solution is simple, seamless, smart and secure. With our one-stop pay-in and pay-out platform, KPay facilitates the financial management with digitalised flow and automated functions. The capital flow is now without friction and border. Unleash the business potential further with KConnect, the merchant operations management platform for seamless system integration. It comes with 90+ operational systems and tools for every industry and dedicated digital transformation consultants offering business advice.

**Job Summary:**

The Compliance Officer will be responsible for ensuring the company's operations and business transactions comply with all relevant laws and rules of the self-regulatory body, with a specific focus on the Installment Sales Act and other industry-specific regulations. This role involves developing policies, implementing compliance programs, and providing guidance on regulatory requirements to support business development within the payments industry.

#### Key Responsibilities:

1. Develop and Implement Compliance Programs: Design and implement comprehensive compliance programs to ensure adherence to regulatory requirements, including the Installment Sales Act and other relevant industry laws.
2. Monitor Regulatory Changes: Stay updated with changes in laws and regulations, particularly those affecting the payments industry, and assess their impact on the company.
3. Support Business Development: Provide guidance and support to business units in structuring and developing new business initiatives in compliance with industry regulations.
4. Conduct Risk Assessments: Evaluate the company's compliance risks related to the payments industry and develop strategies to mitigate them.
5. Internal Audits: Conduct regular audits and reviews to ensure compliance with policies and regulations.
6. Investigations: Lead investigations into compliance issues and implement corrective e compliance training to employees as provided by ISA and JCA regulations. actions as necessary.
7. Serve as a liaison between the company and regulatory bodies, namely METI and Japan Consumer Credit Association.
8. Draft and submit various regulatory reports to regulatory bodies.
9. Provid compliance training to employees as provided by ISA and JCA regulations.

#### Employment type :

Full-time employee

Probation period: 3 months (no change in wages or conditions)

#### Working Hours: 9:30am - 6:30pm

※ Excluding Saturdays, Sundays and public holidays

#### Salary details :

Wages will be determined based on experience and ability.

\*Salary includes fixed overtime pay.

#### Benefits and Welfare

- Health insurance, employee pension insurance, employment insurance, workers' compensation insurance
- Paid vacation days, along with sick leave, summer vacation, New Year vacation, and special leave
- Commuting allowance

#### Required Skills

##### Qualifications:

- Education: Bachelor's degree in law, business administration, finance, or a related field. A Master's degree or professional domestic and international compliance qualifications (e.g Business Compliance Certification, Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), etc.) is preferred.
- Experience: Minimum of 5 years of experience in a compliance role within the payments industry or a related field.

##### Knowledge:

- In-depth knowledge of regulatory requirements and compliance standards in Japan, including the Installment Sales Act and other relevant industry laws.
- Understanding of the payments industry and its regulatory environment.

##### Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple projects.
- Proficiency in Japanese and English (both written and spoken).

##### Preferred Qualifications:

- Experience in the payments industry or a related sector.
- Knowledge of international compliance standards and practices.

#### Company Description