



## Job Information

Job ID: 76631  
Job Title: Risk Management and Compliance Assistant Manager  
Recruiter: East West Consulting K. K.  
Company Name: East West Consulting  
Division: Compliance  
Job Type: Full-time  
Location: Tokyo - 23 Wards  
Salary: 6 million yen 8 million yen  
Salary Bonuses: Bonuses paid on top of indicated salary.  
Date: May 19th, 2008 14:03

## General Requirements

Employment Experience: Over 3 years  
English: Daily Conversation  
Japanese: Native  
Education: Bachelor's Degree  
Visa Status: Japanese national or permission to work in Japan required

## Job Description

Senior Associate, Independence & Risk Management

### Responsibilities:

1. Compliance for maintaining the company's independence from auditing standpoint. Assisting the following activities:

- (1) Informing company staffs about the policies on independence
- (2) Informing company staffs about regulations on independence, such as SEC, AICPA, IFAC, etc.
- (3) Informing company staff about the range of services which we can offer to clients for auditing purposes
- (4) Confirming with specific clients on independence
- (5) Confirming with all professional staffs on independence on a yearly basis
- (6) Confirming with auditing partners on permissions to provide services
- (7) Training staffs on regulations on independence
- (8) Conducting surveys as to whether company staffs comply with regulations on independence
- (9) Planning and reporting the result of self-evaluations for all activities above to the head office

### 2. Quality control

- (1) Informing company staffs about the global policies on QA
- (2) Conducting surveys as to whether company staffs comply with the company QA policy
- (3) Planning and reporting the result of self-evaluations for all activities above to the head office

### 3. Risk management

- (1) Informing company staffs about the policies on risk management

- (2) Developing and informing local policies for risk management
  - (3) Surveying on stakes and interests related to new clients and/or business engagement
  - (4) Managing the process of accepting new clients and/or business engagement
  - (5) Informing company staffs on risk management-related global database
  - (6) Assisting problem solving/dispute resolution when trouble occur with clients
  - (7) Making template of engagement letter and giving specific advices on actual cases
  - (8) Surveying whether or not business engagements are executed as per PwC policies
  - (9) Managing insurance contracts (such as business-related indemnity insurances)
  - (10) Planning and reporting the result of self-evaluations for all activities above to the head office
4. Miscellaneous legally mandated compliance (private information protection law, money laundering, etc.)
5. Publicizing and complying with code of conducts
- (1) Educating and publicizing code of conducts
  - (2) Survey on the compliance status of the code of conducts
  - (3) Planning and reporting the result of self-evaluations for all activities above to the head office

If you are interested in this opportunity please contact me as soon as possible.

Kind Regards

Shaun Sundberg

Senior Consultant

East West Consulting K.K.

Dir: (03) 3222-6733 / Main: (03) 3222-5531

Fax: (03) 3222-5591

Map: < [http://www.ewc.co.jp/en/tokyo\\_hq/map.htm](http://www.ewc.co.jp/en/tokyo_hq/map.htm) >

Homepage: <http://www.ewc.co.jp/>

Profile: <http://www.ewc.co.jp/profiles/goldberg>>

< <<mailto:shauns@ewc.co.jp>> >

## Company Description

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Since 1987 East West Consulting has helped a broad array of international companies achieve success in the Japan market. We are widely recognized as Tokyo ' s leading executive search firm. Our clients range from many of the most prominent Fortune 500 companies to dot-com start-ups and successfully emerging enterprises that we are proud to have helped through the establishment phase. East West ' s unique recruiting system has been specifically designed for and honed in Japanese market conditions, by executive search professionals with many decades of cumulative experience here, and our clients can benefit from a number of distinctive advantages.