



## PR/096066 | Regional Internal Control & Compliance

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1560754

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 10:24

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

The Company is a leading Asia Pacific headquarters of a global travel and tourism group, established in Singapore. They oversee regional operations across multiple countries, supporting both leisure and corporate travel, as well as events, cultural exchange, and business solutions. With a strong international presence and long-standing heritage, the company is committed to upholding high standards of service, governance, and sustainability while connecting people and cultures across the region.

They are currently looking for a **Regional Internal Control & Compliance** position based in Singapore. This role is responsible for strengthening governance, risk management, and compliance across Asia Pacific offices. You will oversee internal control processes, support audits, provide compliance training, ensure data protection, and advise on regulatory requirements. It is a hands-on role that combines compliance monitoring with strategic input, making it ideal for someone detail-oriented who enjoys ensuring smooth, ethical, and well-governed business operations.

Key Responsibilities:

**Internal Control Function Management:**

- Plan, organize, and execute the internal controls function for the Asia Pacific offices, ensuring efficient, effective, and compliant internal control processes.
- Assist in establishing and maintaining internal control systems and guidelines tailored to the needs of Asia Pacific offices.
- Regularly review and evaluate the effectiveness and application of internal controls, compliance procedures, and the timeliness of documentation generation to ensure consistency and quality.

**Audit and Action Item Resolution:**

- Assist the Asia Pacific offices by reviewing responses to internal audit results, ensuring that all recommendations are implemented effectively.
- Ensure that action items from audits are fully resolved and documented promptly.

**Regulatory Compliance Education:**

- Provide compliance training and support through issuing internal compliance updates and training modules and materials.
- Work with the headquarters for any compliance education needed for the Asia Pacific offices.

**Data Protection and Privacy Responsibilities:**

- Ensure that all data protection processes and practices comply with local regulations and organizational policies.

**Governance, Risk Management, and Compliance (GRC):**

- Lead and manage the Governance, Risk Management, and Compliance (GRC) activities for the Asia Pacific offices.
- Work with senior leadership to ensure that GRC practices are aligned with the company's strategic goals and regulatory requirements.

**Risk Management:**

- Report any identified risk management issues and internal control deficiencies, providing recommendations for improvement.
- Ensure the Business Continuity Plan (BCP) is coordinated, up-to-date, and comprehensive.
- Develop risk-based compliance programs to facilitate the execution of compliance reviews and monitoring;
- Advise the Asia Pacific offices in meeting regulatory requirements through implementing appropriate compliance risk policies, assisting with the creation, revision, and implementation of risk and compliance management initiatives/policies, and enhancing and improving internal processes and procedures;

**Corporate Governance:**

- Ensure that corporate governance standards are maintained, regularly reviewing and aligning policies and practices with industry standards and regulatory requirements.
- Monitor governance processes within Asia Pacific offices to ensure that all stakeholders adhere to the highest standards of corporate ethics and responsibility.

Any other tasks and/or responsibilities that are commensurate with the role and may be expected by the Head of Department from time to time.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**