



## [Compliance Manager] — Crypto Asset Exchange

### Job Information

**Recruiter**

SPOTTED K.K.

**Job ID**

1593278

**Industry**

Other (Banking and Financial Services)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 12 million yen

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 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 the Company

This company is a licensed crypto asset exchange operator with a substantial retail and institutional client base in Japan, and established operations across the rest of the World. The business manages significant customer assets and operates under regulatory oversight from Japanese financial authorities. With compliance and governance at the core of its business model, the company has built a reputation for operational rigor in a sector where trust is a differentiating factor.

#### Position Summary

This is a hands-on compliance role within a dedicated team overseeing regulatory adherence across the company's domestic and international operations. The successful candidate will be involved in a broad range of compliance activities — from policy development and regulatory monitoring to training and external reporting. The role suits someone who wants depth and variety rather than a narrow specialization, and who is comfortable working in an environment where the regulatory landscape is still maturing.

## Why This Role Matters

Compliance is not a back-office function here — it sits close to the business and directly influences how the company grows and operates. As regulatory frameworks around crypto assets continue to evolve, the team responsible for interpreting and implementing those rules carries real weight. The person in this role will work across internal teams, engage with external regulators, and help shape the policies that protect a large base of retail customers and their assets. The visibility is genuine, and the work has direct consequences for how the business is perceived by authorities and the public.

## Key Responsibilities

### Regulatory & Policy Work

- Research and monitor relevant financial laws, regulations, and regulatory guidance as they apply to crypto asset businesses
- Develop, maintain, and update internal compliance policies and procedures
- Respond to compliance-related queries from internal teams and group entities

### Monitoring & Risk Control

- Review marketing and advertising materials for regulatory compliance
- Oversee customer asset segregation monitoring processes
- Support and strengthen customer protection mechanisms, including complaint handling and response analysis

### Internal Systems & Training

- Draft and maintain internal rules, manuals, and operational guidelines
- Plan and deliver compliance training programs for new joiners and company-wide audiences

### External & Regulatory Coordination

- Manage communication with regulatory authorities and relevant industry bodies
- Prepare and submit regulatory reports, including incident reports and business improvement documentation

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## Required Skills

### Requirements

- Bachelor's degree or above
- Native-level Japanese (written and spoken)
- One of the following:
  - 3+ years of experience in a crypto asset exchange, securities firm, or banking institution
  - 2+ years of experience in a compliance or AML/CFT-focused role
  - Solid understanding of the regulatory environment governing financial services in Japan

### Preferred Qualifications

- Experience handling regulatory inspections or authority inquiries
- Exposure to less-structured or evolving work environments
- Project and task management skills, including the ability to track progress across multiple workstreams
- Proficiency with productivity tools such as Google Workspace (Sheets in particular)
- Professional certifications such as CAMS, CFE, or CIA

### Ideal Candidate

This role is well-suited to someone with a strong professional ethic around compliance — someone who takes the responsibility seriously without needing to be reminded why it matters. You communicate clearly and logically, can adjust quickly when circumstances change, and are willing to take ownership of tasks from start to finish. Experience in financial services regulation is important, but so is the ability to work pragmatically when frameworks are not fully settled. A methodical, detail-oriented approach combined with the confidence to flag issues early will serve well in this environment.

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## Company Description