



[Compliance Specialist] – Global Insurance Leader

Job Information

Recruiter

SPOTTED K.K.

Job ID

1593279

Industry

Insurance

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 8.5 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

A global international insurance group with significant operations in the Japanese non-life insurance market. The organization has a strong reputation for regulatory discipline, financial stability, and a structured compliance culture. It operates across multiple business lines and maintains close engagement with Japanese regulatory bodies and industry associations. The working environment is professional and international, with clear internal governance standards.

Position Summary

This is a mid-to-senior compliance role focused on insurance solicitation governance. The successful candidate will be responsible for developing and maintaining compliance frameworks, conducting monitoring activities, and acting as a key advisor to sales and distribution teams on regulatory matters. The position sits within the compliance function and reports to compliance leadership, with regular interaction with senior internal stakeholders and external regulatory authorities.

Why This Role Matters

Compliance in the Japanese insurance sector is subject to ongoing regulatory scrutiny, and insurers are expected to maintain robust solicitation governance across all distribution channels. This position sits at the center of that effort — shaping internal policy, monitoring practices across branches and agencies, and maintaining direct dialogue with regulators. The role carries genuine visibility at the senior management level, including involvement in board-level reporting. For a compliance professional looking to deepen their regulatory expertise while working closely with both business and governance functions, this is a substantive step forward.

Key Responsibilities

Policy & Governance

- Draft, update, and maintain internal compliance policies, rules, and operational procedures related to insurance solicitation
- Lead and promote solicitation compliance initiatives across the organization
- Track regulatory changes and translate them into internal policy updates
- Support the preparation of compliance reports for senior governance bodies, including board-level committees

Monitoring & Risk Management

- Analyze solicitation compliance data to identify risk trends and areas requiring attention
- Design and conduct monitoring activities to verify adherence to fair and proper solicitation standards
- Strengthen internal control frameworks and improve compliance processes on an ongoing basis
- Oversee agency self-inspection programs and support agency governance activities

Regulatory Affairs

- Prepare and submit official documentation and reports to relevant regulatory authorities
- Engage directly with government bodies and industry associations, including the General Insurance Association of Japan
- Ensure the organization remains aligned with applicable insurance laws, supervisory guidelines, and FSA expectations

Training & Business Advisory

- Plan and deliver compliance training for employees and registered insurance agents
- Provide pre-solicitation advisory support to sales teams to ensure regulatory alignment before product distribution
- Serve as a practical compliance resource for internal business stakeholders

Required Skills

Requirements

- Minimum 5 years of compliance experience within the Japanese insurance sector (non-life preferred)
- Solid knowledge of Japanese insurance regulations, including the Insurance Business Act and FSA supervisory guidelines
- Experience engaging with or preparing documentation for Japanese regulatory authorities
- Proven ability to draft and maintain compliance policies and internal procedures
- Familiarity with insurance agency governance and distribution compliance
- Strong written and verbal communication skills in Japanese (native or near-native level)
- Business-level English proficiency (reading and written communication with international stakeholders)
- Proficiency in standard MS Office applications

Ideal Candidate

This role suits a compliance professional with a grounded understanding of the Japanese insurance regulatory environment and practical experience working across both policy and monitoring functions. The right candidate is detail-oriented and comfortable operating independently, while also being effective at communicating regulatory requirements to non-specialist audiences such as sales teams and agents. Experience navigating regulatory relationships and contributing to governance reporting will be an advantage. A calm, structured working style and the ability to manage multiple workstreams concurrently are important in this environment.

Company Description