



Urgently looking Compliance Officer & legal specialist

Leading Global firm / 5 positions

募集職種

人材紹介会社

株式会社SK Global

採用企業名

SK Global

求人ID

1151449

部署名

(5 locations in japan) (multiple positions in different industries)

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

日本

給与

600万円 ~ 1500万円

更新日

2022年11月23日 04:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

KEY RESPONSIBILITIES (multiple positions in different industries)

Periodically review the adequacy of customer information and ensure that the information is up to date. Periodic review /Enhanced due diligence (EDD) of high-risk accounts including PEP/NGOs/NPOs/Charities/Clubs/ Societies/ Associations etc. along with embassy accounts, embassy staff accounts, exchange companies, etc.

Check that all account opening requirements are completed as per the bank's policy and local regulations. Ensure that

proper KYC and CDD are conducted to establish customer profiles including the source of income and proper name screening against negative lists.

Investigate all suspicious transactions reported by staff. Maintain a register of all suspicious transaction reports made by the employees to the CCO and their reviews. Provision of guidance to branch staff on how to avoid tipping off.

Respond promptly to any requests for information by CCO in relation to money laundering prevention, investigation, or compliance.

Keep updated with latest regulations / instructions pertaining to AML / CFT / KYC / PF / TBML issued by Local & HO Regulator. Suggest to CCO all necessary controls for AML-CFT are implemented as per regulatory requirements.

スキル・資格

Ensure that name screening for all prospective new and existing customers is carried out on an ongoing basis against UN, EU, OFAC list, and other additional lists as per local regulatory requirements.

Assist CCO in the timely update of all manual lists and/or database systems. In case of a positive match, the branch should not provide any banking service to the proscribed entity, as per NBP HO Policy.

Also assist CCO in the filing of SAR/STR with the regulatory entity, in line with local regulations. Maintain an MIS for all such accounts and share them with CCO Japan.

Perform test-checks / review of transactions on a regular basis to ensure NBP is adhering to prescribed regulations and internal practices including prevention of money laundering.

Detect and monitor large currency transactions at NBP to ensure such transactions are not being conducted for illegitimate purposes.

Prepare quarterly reports with emphasis on AML-CFT, TBML risks and share them with CCO. Report any exception or irregularity identified during review and testing of transactions to the CCO

Support the CCO by recommending required AML-CFT related training for the branch staff.

Assist the CCO to update and implement controls for the Japan Branch.

Assist the dissemination of correspondences from regulators and their record-keeping and other matters as assigned by the CCO.

Assist to provide drafts on required submissions, self-assessments, reports, and policies/procedures related to areas under their purview

Perform any other task as assigned by CCO.

会社説明

ABOUT US

Legal Job Seeker was established to offer the best possible service to the **Legal / IP** and **IT** business community in Japan. We are able to deliver excellent results to both our clients and our candidates and our focus being on excellent quality, professionalism and sincerity. We strongly believe that we have the expertise and knowledge to introduce the best people to fill **legal & IP** positions in Japan. Our team has an excellent in depth knowledge of the Japan job market to source the right candidates for high performance.

Career Advice

We promise to help you through the process of finding your next position. As a candidate you will receive genuine advice and assessment. We will market your skills the best way we know how, guide you through your interviews and give you our best advice possible. We will only submit your resume to a client with your knowledge and agreement. In short, making a career move is one of the most important decisions you may face, and we promise to guide you through every step of the way and maintain a professional and courteous manner, no matter what your decision may be.

About Legal Job Seeker

LJS is a division of a team of experienced, talented legal recruiters who are committed and dedicated to the search and placement of qualified Patent Attorneys , Lawyers and qualified legal and compliance professionals with a strong interest in the legal area, as well as supporting placement into international patent and law firms. Our company holds an impressive track record of successfully completing a large number of legal and compliance searches for both our International and Japanese clients based in Tokyo. Our knowledge of the industry, specialist recruitment methodology and our approach to recruitment has made us uniquely special from other agencies to ensure that we deliver the best results for our clients and candidates.

Our Approach Commitment to Excellent Service

Our company is committed to providing an excellent and personal service to both our clients and candidates. We believe that every hiring decision impacts all areas of peoples lives and therefore we are extremely careful in our recruitment approach and placements. Our philosophies regarding recruitment are as follows.

Honesty Innovation Commitment Accountability Professionalism Service and Team work

We at **LJS** work collectively to deliver service we can be proud of, and are able to deliver results in the shortest period of time. Whether you are looking for talented individuals to join your team, or a brand new challenge yourself, we promise to deliver the best possible service we can.

Our Area of Expertise

We aid, assist and work with both Japanese and International clients who are looking to hire qualified individuals in both Japan and overseas and non- qualified **legal & IP** professionals. Our area focuses on mid to senior level **legal & IP** positions in Tokyo and covers all levels of seniority.