



Internal Audit / 内部統制

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

SaaS企業

Job ID

1455319

Industry

Software

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

December 26th, 2025 16:00

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

【職務内容】

Internal Audit Section（内部監査セクション）にて、内部統制（J-SOX）および内部監査に関する業務に携わっていただきます。

内部統制（J-SOX）に関する業務

- 内部統制評価（J-SOX）の年間基本計画立案
- 内部統制文書化（業務記述書、RCMの作成・更新、レビュー）
- 全社統制、決算全般統制、業務プロセス、IT全般統制の評価および評価結果の取り纏め

- 内部統制上の不備改善のモニタリング及びフォローアップ
- 内部統制報告書の作成

内部監査に関する業務

- 内部監査の年間基本計画立案および内部監査の実施
- 監査対象部門への改善指示およびフォローアップ
- 監査役との協議およびコミュニケーション

【応募条件】

必須条件：

- J-SOXの実務経験、もしくは事業会社における内部監査経験

歓迎条件：

- 上場企業またはIPO準備企業での経理経験（2～3年程度）
- 企業法務の実務経験2年以上
- 労務（特に給与計算）の実務経験2年以上
- 業務管理系、又は管理部門系のITシステムの導入経験
- TOEIC600点程度

Company Description

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverage the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

- **Contingency**

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

- **Retained**

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

- **Market Entry**

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.