



【世界的な日本を代表する製薬会社のAuditor】 | 内部統制、SOXコンプライアンス、監査などの業務経験|東京勤務

CPA/CA、CIA、CFE、CISA、CISM、CGEITなど同等の資格取得者

## Job Information

### Hiring Company

Takeda Pharmaceutical Company Limited

### Job ID

1506958

### Industry

Pharmaceutical

### Company Type

Large Company (more than 300 employees) - International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

5 million yen ~ 7.5 million yen

### Holidays

休日：土曜、日曜、祝日、メーデー、年末年始など（年間123日程度）休暇：年次有給休暇、特別有給休暇、など

### Refreshed

July 4th, 2025 02:00

## General Requirements

### Minimum Experience Level

Over 6 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Fluent

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

《募集要項と本ポジションの魅力》

- 国際的なSOX基準の実務経験を活かし、財務報告の透明性と正確性を確保
- 日本に拠点を置きながらグローバルチームでの業務に携わる。

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<ポジション Auditor>

**Job Description**

Please note this job requires native level Japanese language command not only in speaking, business writing and reading.

**OBJECTIVES/PURPOSE:**

Evaluate the effectiveness of internal controls over financial reporting to ensure compliance with the Sarbanes-Oxley Act (SOX) by conducting control testing, identifying control deficiencies, and performing remediation testing as necessary.

**ACCOUNTABILITIES:**

- Conduct testing of key process controls, including design effectiveness and operational effectiveness, in line with US-SOX requirements. Work independently, with limited required direction and guidance, and providing appropriate direction to other internal audit project team members. Coordinate the audit plans/schedules with LOC internal auditors in accordance with GIA T&AE SOX Assurance Senior Lead.
- Prepare and maintain detailed documentation of testing procedures, test results, and control deficiencies within HighBond in accordance with internal standards and external auditor requirements.
- Identify control gaps and deficiencies, provide recommendations for improvement, and assist management with tracking progress of remediation plans.
- Work closely with various departments, including Global Finance SOX PMO, BU, MU, TBS, Corporate Function and DD&T, to understand processes, assess control risks, and ensure effective communication of testing results. Build and maintaining relationships with audit business partners and customers at the mid and senior management level.
- Prepare testing results and provide periodic updates to the SOX PMO and other stakeholders.
- Assist and own updating, change management, access management of HighBond, automations and other digital solutions.
- Identify opportunities for process improvements and contribute to the enhancement of SOX testing methodologies and tools.

**雇用形態**

正社員（試用期間 3か月）

**勤務地**

グローバル本社  
東京都中央区日本橋本町二丁目1番1号  
最寄り駅 各線 三越前駅 徒歩3分

**年収**

想定年収500万円～750万円

※賃金はあくまでも目安の金額であり、選考を通じて上下する可能性があります。

※年収は前職の経験を考慮の上、規定により決定します。

- ・昇給：原則年1回
- ・賞与：原則年2回

**勤務時間**

9:00～17:30（休憩時間：60分）

＜在宅勤務・リモートワーク＞

相談可（週3日リモート・在宅）

受動喫煙対策：屋内全面禁煙

**休日休暇**

完全週休2日制（休日は土日祝日）

年間有給休暇12日～20日（下限日数は、入社半年経過後の付与日数となります）

年間休日日数123日

・休暇：年末年始、年次有給、特別有給、リフレッシュ、産前産後、育児、子の看護、介護

**手当/福利厚生**

- ・通勤手当
- ・住宅手当、寮社宅
- ・健康保険、厚生年金保険、雇用保険、労災保険、厚生年金基金、退職金制度
- ・住宅資金融資
- ・財形貯蓄
- ・従業員持株会
- ・契約保養所
- ・テレワーク勤務制導入（対象社員）

**労働条件に関する重要事項**

業務内容については入社後に会社の定める業務への変更もあり得ます。

配属先および就業場所に関しては、入社後に会社の定める部署および就業場所への変更もあり得ます。

**Required Skills****QUALIFICATIONS:****Education:**

1. Bachelor's Degree or higher – preferably in Accounting, Computer Science, Management Information Systems, or relative discipline.
2. CPA/CA, CIA, CFE, CISA, CISM, CGEIT or other advanced certifications equivalent certification is preferred.

**Experience:**

1. Minimum of 3-5 years of experience in internal controls, SOX compliance, auditing, or related areas.
2. Progressive experience in financial, business, IT audit within Big 4, Industry or combination with strong audit experience in SOX, internal audits, accounting audits or information system audit globally.
3. Experience and skill in managing multiple simultaneous projects. Self-starter and a team player, manage multi-task, and work effectively under tight schedule with high pressure.
4. Ability to lead others in the review of entity level, business process and IT control best practices including assessing, advising, designing, and/or recommending complex, global, regulatory compliance, risk management, and/or internal audit organization structures, policies and procedures.
5. Familiarity with US-SOX and relevant regulatory frameworks.

**Skills:**

1. Strong understanding of internal control frameworks (e.g., COSO) and risk assessment methodologies.
2. Proficiency in audit management tools and software (e.g., Diligent HighBond).
3. Excellent analytical skills with the ability to assess complex processes and identify control weaknesses.
4. Considerable experience identifying and addressing audit client needs: building, maintaining, and utilizing networks of client relationships and community involvement, communicating value propositions.
5. Ability to work independently and as part of a team, managing multiple priorities and deadlines.
6. Strong team leadership and teamwork demonstrated by creating a positive environment, meeting client expectations, keeping leadership informed of progress and issues.
7. Proficient in Microsoft Office Suite, especially Excel and Word.
8. Fluency in Japanese & English

**Additional Qualifications:**

1. Experience in controls automation and the use of advanced data analytics tools is highly desirable.
2. Ability to travel domestically and internationally, if required, up to 20%.
3. Flexibility to work on a global team.

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**Company Description**