



## 【~12M Finance & Investor Relations (IR) Manager】

### Work Closely With CFO

#### Job Information

##### Recruiter

SPOTTED K.K.

##### Job ID

1567849

##### Industry

Other (Infrastructure)

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

8.5 million yen ~ 12 million yen

##### Refreshed

January 30th, 2026 04:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Fluent

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

#### Key Responsibilities

##### 1. Financial Operations & Disclosure

- Lead complex **accounting processes** and financial closing/settlement activities.
- Prepare and manage **statutory disclosure documents** (e.g., Annual Securities Reports) and quarterly financial reports.
- Serve as the primary liaison for the **external audit firm** and ensure compliance.

- Manage financial control and reporting for **overseas subsidiaries**.

## 2. Investor Relations (IR) & Financing

- Drive **capital raising and financing** initiatives, including debt and equity.
- Develop and execute the **Investor Relations strategy**, communicating with domestic and international institutional investors.
- Prepare **IR materials** (presentations, press releases) and timely disclosure announcements.
- Manage relationships and negotiations with **banks** and other financial institutions.

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### Required Skills

#### Required Qualifications (Must-Haves)

##### General Requirements:

- **Dual Focus:** Strong interest in and willingness to handle **both Finance and IR**.
- **Global Communication:** Business-level **English proficiency** (conversational or higher).
- **Work Style:** Ability to work in the office approximately **2 days per week** (hybrid work environment).

##### Experience Track Options:

###### 1. 5+ Years Experience in an operating company, financial institution, or audit firm,

with experience in:

- o Financial closing, disclosure, cash management, or budgeting.
- o **OR** Communicating with investors or banks.
- o **OR** CPA duties at an audit firm.

##### OR

###### 2. 3+ Years Experience at an audit firm, with experience in:

- o Serving as a **lead/in-charge auditor** for accounting audits.
- o **OR** Accounting duties at a listed company or a company preparing for listing.

#### Preferred Qualifications (Nice-to-Haves)

- Prior experience in **IR or Finance** at a publicly **listed company**.
- Experience in **statutory disclosure** preparation.
- Proven experience communicating with **institutional investors**.
- Experience managing **overseas subsidiaries**.

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#### Company Description