



【~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.

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**.

Company Description