



## 【~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**

May 22nd, 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