



SPOTTED
RECRUIT

THE HOME OF STARTUP RECRUITMENT
都内テクノロジー・スタートアップ企業の求人多数

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

Work Closely With CFO

募集職種

人材紹介会社
株式会社SPOTTED

求人ID
1567849

業種
その他（インフラ）

雇用形態
正社員

勤務地
東京都 23区

給与
850万円 ~ 1200万円

更新日
2026年02月13日 01:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢

日本語レベル
流暢

最終学歴
大学卒：学士号

現在のビザ
日本での就労許可が必要です

募集要項

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.

スキル・資格

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**.

会社説明