



学校法人運営を支える【Regulatory and Finance Manager】 | 財務・予算管理・行政対応  
| 英語環境

国際教育機関 | 実働7h×16時退勤×年休143日 | 麻布十番・広尾勤務

## 募集職種

### 採用企業名

学校法人 西町インターナショナルスクール

### 求人ID

1592547

### 業種

教育・学校

### 外国人の割合

外国人 半数

### 雇用形態

正社員

### 勤務地

東京都 23区, 港区

### 最寄駅

都営大江戸線、 麻布十番駅

### 給与

700万円 ~ 750万円

### 勤務時間

08:00-16:00

### 休日・休暇

Closed on Saturdays and Sundays

### 更新日

2026年05月22日 12:44

## 応募必要条件

### 職務経験

6年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

### 日本語レベル

ネイティブ

### 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

≪Job Description & Position Highlights≫

- Oversee a wide range of responsibilities related to the school corporation's finances and regulatory compliance, including budget management and audit support
- An environment where you can make a significant contribution to school operations through interactions with Tokyo government agencies and the preparation of materials for senior management
- A rewarding opportunity to support organizational operations in a multicultural environment by leveraging your English skills and financial expertise
- A comfortable work environment with 143 annual holidays and standard working hours from 8:00 AM to 4:00 PM, as well as generous long-term leave

#### 【Job Responsibilities】

The Regulatory and Finance Manager supports the Director of Business Operations in ensuring compliance with Japanese regulatory requirements and maintaining sound financial management practices.

This role is responsible for preparing and submitting reports to the Tokyo Metropolitan Government, and adhering to regulatory procedures.

The Regulatory and Finance Manager additionally oversees financial reporting cycles, coordinates budgeting processes across departments, supports audit processes, develops accounting staff, and prepares materials for the senior management.

This role requires strong financial expertise, attention to detail, and effective communication skills, along with the ability and willingness to learn and manage regulatory requirements in Japan.

#### ■Key Responsibilities :

The primary responsibilities of the Regulatory and Finance Manager are:

- Prepare and submit required reports and documentation to the Tokyo Metropolitan Government in compliance with applicable regulations.
- Follow regulatory procedures, including amendments to the articles of endowment (寄附行為) and school regulations (学則), ensuring timely and accurate filings.
- Coordinate with department managers to develop, monitor, and manage the annual budget.
- Review monthly, quarterly, and annual financial closing processes to ensure accuracy and compliance.
- Prepare financial reports, forecasts, and analysis to support decision-making.
- Develop and prepare materials for the Board of Directors and the Board of Trustees, including budget reports and financial statements.
- Support and coordinate audit processes, including external and internal audits.
- Support the Director of Business Operations in financial planning, compliance, and strategic initiatives.
- Lead and support finance-related projects and cross-functional initiatives.
- Ensure compliance with relevant Japanese laws, regulations, and internal policies.
- Maintain accurate financial records and strengthen internal controls.
- Develop and mentor accounting staff to enhance team capability and performance.

#### ■Other Responsibilities :

- Collaborate with internal stakeholders to improve financial and reporting processes.
- Support communication and coordination with external authorities and organizations.
- Contribute to continuous improvement in financial management and regulatory compliance practices.

#### ■Responsible to:

Director of Business Operations

#### 【Employment Type】

Permanent employee

#### 【Salary】

Annual income: 7.2 million yen

\*Including a monthly housing allowance of 50,000 yen

#### 【Working Hours】

08:00-16:00

#### 【Work Location】

2-14-7 Motoazabu, Minato-ku, Tokyo

■Nearest stations: Azabu-Juban Station or Hiroo Station

#### 【Holidays & Leave】

- Closed on Saturdays and Sundays (subject to the school's event calendar); 143 annual holidays

\*For the current academic year

- Fall Break (October 13–17)
- Year-end and New Year holidays (December 13–January 2)
- February (Mid-winter break) 9th and 10th
- Spring Break (March 23–27)
- Golden Week (May 4–5)
- Summer Break (2nd and 3rd weeks of July)

#### 【Benefits & Welfare】

In accordance with company regulations

## スキル・資格

#### 【Essential Requirements】

**< Minimum Qualifications >**

- Undergraduate degree in Finance, Accounting, Business Administration, or related field
- Native-level Japanese proficiency (required)
- Advanced English proficiency (required)

**< Professional Experience >**

- Strong experience in accounting and finance (financial reporting, budgeting, closing processes)
- Experience supporting audits (internal/external)
- Experience in staff supervision or development

**< Professional Understanding and Knowledge >**

- Strong knowledge of accounting, financial reporting, and analysis
- Budgeting and forecasting
- Audit and internal control processes
- Basic understanding (or ability to learn) Japanese regulatory and compliance requirements
- Risk management principles

**< Professional Competencies >**

- Strong attention to detail and accuracy
- Effective communication skills (written and oral, Japanese and English)
- Ability to coordinate across multiple departments
- Strong organizational and time management skills
- Analytical and problem-solving skills
- Leadership and team development capability
- Proficiency in financial systems and Google Sheets

**【Desirable Requirements】****< Minimum Qualifications >**

- MBA or equivalent advance degree

**< Professional Experience >**

- Experience in regulatory compliance or working with government authorities in Japan
- Experience in an educational or non-profit organization
- Experience preparing board-level financial materials
- Experience in project management

※ Regulatory experience specific to schools is not required, but candidates should demonstrate the ability and willingness to learn and manage regulatory requirements effectively.

**【Beliefs and Values】**

- Commitment to the mission and values of the school
- High level of integrity and accountability
- Collaborative and team-oriented mindset
- Respect for multicultural environments

\*Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to student protection. All applicants for positions at Nishimachi are asked to provide/verify appropriate “student protection or working with children” certification as part of their application.