



## Global Finance, Manager, External Reporting

### Job Information

#### Hiring Company

Takeda Pharmaceutical Company Limited

#### Subsidiary

武田薬品工業

#### Job ID

1489324

#### Industry

Pharmaceutical

#### Company Type

Large Company (more than 300 employees) - International Company

#### Job Type

Permanent Full-time

#### Location

Japan

#### Salary

7 million yen ~ 10 million yen

#### Holidays

休日：土曜、日曜、祝日、メーデー、年末年始など（年間123日程度）休暇：年次有給休暇、特別有給休暇、など

#### Refreshed

November 25th, 2024 08:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### About External Reporting Team

Accounting & Controllershship is comprised of finance expert teams including External Reporting, Global Consolidation, Japan Accounting, Record-to-Disclose Global Process Owners, International Controller, Accounting Advisory Services and Internal Controls & Business.

Takeda's External Reporting is responsible for managing the Company's external reporting and voluntary disclosures, including preparation and filing of Financial Statements (Semi-Annual Report, Securities Report, Business Report, Form 20-F, etc.) and other disclosures submitted to various regulators such as Tokyo Stock Exchange ("TSE"), Financial Services

Agency of Japan ("FSA"), New York Stock Exchange ("NYSE") and U.S. Securities and Exchange Commission ("SEC").

The External Reporting team is also driving various company-wide initiatives and projects related to disclosure matters to enhance the Company's disclosures and closing efficiencies, as well as implementation efforts on new regulatory requirements and accounting guidance (e.g., sustainability-related financial disclosures, etc.)

#### OBJECTIVES/PURPOSE:

- Manager of External Reporting is responsible for managing periodic / timely external reporting disclosures (English and Japanese) submitted to diverse regulators in Japan and the U.S.
- He or she will lead / support the implementation of regulatory / disclosure-related projects and initiatives through communication and personal interaction with both external auditors and internal business teams located in various countries
- He or she will address accounting matters with other finance expert teams as well as external auditors to the extent required for compiling necessary disclosures including new accounting guidance implementation

#### ACCOUNTABILITIES:

##### Major responsibilities include but not limited to:

- Prepare and file semi-annual and annual reports including consolidated financial statements (IFRS), footnotes and MD&A, and other disclosures compliant with rules and regulations of TSE, FSA and SEC and NYSE (both in English and Japanese)
- Monitor corporate events and assist with regulatory timely filing of press releases and other disclosures to regulators including TSE and SEC
- Manage annual disclosure project (preparation of securities report and Form 20-F) by liaising with various business teams and departments including IR, Treasury, Tax, Legal and others
- Manage external review/audit process (including SOX 404 compliance) and liaise with both internal and external auditors
- Collect and review data to support information included in semi-annual and annual filings by liaising with various business units and functions within the Company and provide guidance as needed to ensure the completeness and accuracy of such information
- Manage key corporate-disclosure initiatives -e.g., implementation of new accounting guidance and regulatory requirements such as ESG disclosure, etc.- by conducting qualitative and quantitative impact analysis and presenting findings to key stakeholders including CFO
- Perform other ad-hoc job duties and projects as needed, including regulatory/filing assistance associated with capital market financing projects, etc.

#### CORE ELEMENTS RELATED TO THIS ROLE:

- Teamwork skills to work effectively in a team environment and foster collaboration
- Strong communication skills both verbal and written (English and Japanese) to effectively convey information and ideas in a persuasive, organized and appropriate manner
- Analytical skills to process financial data / disclosures including peer companies' information with an understanding of basic accounting principles
- Growth mindset to be able to identify strategic opportunities in closing process to improve operational efficiency and effectiveness
- Project management skills to anticipate changing priorities and communicate plans / necessary actions to all affected stakeholders

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#### Required Skills

##### DIMENSIONS AND ASPECTS:

##### Technical/Functional (Line) Expertise

- Basic knowledge of IFRS and other accounting regulations
- Strong communication skills both in English and Japanese
- Basic knowledge of financial audit and regulatory disclosure processes (including internal controls)

##### Leadership

- Team oriented leadership to be able to work for plans and goals with consideration to the team and Company's objectives
- Business partnering and communication skills (both verbal and written) supported by work experience of managing cross-functional and business teams
- Proactive and growth mindset to look for innovative ways to resolve issues and achieve objectives

##### Decision-making and Autonomy

- He or she is expected to work self-independently and to make sound decisions for manager and team members

##### Interaction

- This role requires significant level of communication skills in both English and Japanese as he or she is expected to partner with and navigate colleagues in Global Finance and other departments as well as external parties

##### Innovation

- Given that the role is expected to utilize cutting-edge financial reporting technologies, increased knowledge and ability for data and digital innovation is required

**Complexity**

- The role is expected to deal with highly complex reporting processes (related to multiple regulatory requirements) and technologies

**EDUCATION, BEHAVIOURAL COMPETENCIES AND SKILLS:**

- Bachelor's degree in finance, Accounting, Business, Economics or related field (required)
- +5 years in experiences in accounting, finance or public accounting role (required)
- Professional / business level in both English and Japanese (required)
- Strong analytical skills with knowledge of IFRS and other accounting regulations (required)
- Strong computer software skills (Word, Excel, PowerPoint, etc.) (required)
- Experience in a pharmaceutical company or a multinational company (preferred but not required)
- Big 4 Accounting Firm audit experience preferred; Japan or U.S. CPA is a plus
- Global mindset willing to work in a global/multi-national environment including job rotation opportunities in Japan and abroad when available

**勤務時間**

本社（大阪市中央区・東京都中央区）9:00～17:30

工場（山口県光市・大阪市淀川区）8:00～16:45

（千葉県成田市）8:30～17:15、 研究所（神奈川県藤沢市）9:00～17:45

**休日休暇**

休日：土曜、日曜、祝日、メーデー、年末年始など（年間123日程度）

休暇：年次有給休暇、特別有給休暇、傷病休暇、ファミリーサポート休暇、産前産後休暇、育児休暇、子の看護休暇、介護休暇

**手当/福利厚生**

- 福利厚生：社会保険制度、退職金・企業年金制度、従業員持株制度等
- 諸手当：通勤交通費、借家補助費、勤務時間外手当など
- 昇給：原則年1回、賞与：原則年2回
- 働き方関連制度：フレックスタイム制、テレワーク勤務制導入（対象社員）

**労働条件に関する重要事項**

業務内容については入社後に会社の定める業務への変更もあり得ます。

配属先および就業場所に関しては、入社後に会社の定める部署および就業場所への変更もあり得ます。

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**Company Description**