



【1000～1600万円】 ※Internal Control Lead Japan and Australia

グローバル大手製薬企業での募集です。 内部統制・SOX・コンプライアンスのご経...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

グローバル大手製薬企業

Job ID

1527741

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 16 million yen

Work Hours

08:45 ~ 17:30

Holidays

【有給休暇】有給休暇は入社時から付与されます 初年度 11日、1か月目から付与 ※初年度最高11日（入社月によって異なる）、...

Refreshed

April 2nd, 2025 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2286831】

MISSION STATEMENT

In the context of the creation of an autonomous CHC internal control department the Internal Control Lead is a key member of the Opella Japan and Opella Australia Finance organizations. Responsible for establishing and maintaining a reliable control environment adequately supporting the countries operations he/she is a key interlocutor of local managements.

His/her initiatives aim at ensuring at local level the reliability and exhaustiveness of the financial information the security of assets as well as the compliance with established guidelines and procedures. In addition his/her actions contribute to the efficiency of business processes and projects.

Based on his/her experience of complex environments and thanks to his/her ability to work effectively with cross functional partners the Internal Control Lead develops an effective internal control program. In particular he/she conducts a risk assessment process identifies internal control deficiencies recommends improvements helps to develop adequate action plans and follows up their implementation. Progress updates as well as practices inconsistent with our standards are communicated in transparency and regularly to the local management. Overall the Internal Control Lead plays an essential role for the reinforcement of the level of internal control within the countries in scope.

■ DUTIES AND RESPONSIBILITIES

Maintaining the Control Environment

- Establish and maintain a strong internal control framework supporting process owners in the implementation of Opella's standards
- Supervise annual Control Self Assessments conducted by control owners
- Collaborate with local management on remediation plans and monitor progress to address identified gaps
- Test mandatory controls based on the global testing campaigns
- Ensure that all new projects consider internal control requirements from inception.

On site walkthroughs (Narita JP and Virginia AU)

- Collaborate with site management to develop a detailed risk assessment and prepare a review schedule that aligns with operational cycles and prioritizing high risk areas.
- Conduct comprehensive walkthroughs evaluate the application of internal controls and verify adherence to established policies and procedures. This includes engaging with key personnel through interviews and observing live processes.
- Assess both the design and operational effectiveness of controls. Identify any discrepancies vulnerabilities or non compliance issues that could impact the control environment.
- Record detailed findings during each review and provide immediate feedback to site management.
- Work closely with local teams to develop actionable remediation plans for any deficiencies discovered during the review.

Monitor the implementation of these plans to ensure that corrective actions are completed promptly and effectively reinforcing continuous improvement.

- Leverage insights gained from on site reviews to refine the internal control framework.

Procedures and policies

- Assist in formalizing local procedures to ensure alignment with Group policies standards and guidelines. Ensure these documents are regularly updated properly approved and effectively communicated.
- Ensure policies standards and guidelines issued by Corporate / Region are locally communicated.

Trainings

- Provide training on internal control topics to new employees and conduct targeted sessions when specific needs arise.
- Work with departments to train employees on relevant policies and procedures.

Other control activities

- Collaborate with process owners to define and enforce effective segregation of duties rules.
- Conduct annual reviews of segregation of duties conflicts and assess mitigating controls.
- Contribute to initiatives aimed at strengthening internal controls and ensure that control considerations are integrated into all new projects.

■ MONITORING AND RELATIONSHIP WITH AUDITORS

- Act as a key point of contact for the Internal Audit before during and after internal audit reviews
- Ensure a timely and detailed follow up of the implementation of internal audit recommendations
- Support activities conducted by external auditors related to internal control and facilitate exchange of information between the affiliate and external auditors
- Follow up internal control weaknesses highlighted by external auditors ensure adequate action plans have been defined follow up implementation and report progress.

Required Skills

■ MAJOR SKILLS AND COMPETENCES

- Excellent grasp of processes risks and controls
- Strong financial and analytical skills
- Demonstrated leadership and recognized capacity to serve as a leader among peers
- Proven ability to manage multiple projects work effectively with cross functional partners and drive process improvement initiatives across an organization
- Strong inter cultural skills and eagerness to work in a very international setting
- Solid listening and communication skills
- Excellent organizational and analytical skills as well as communication skills to build commitment create adherence and report to management.
- Ability to handle and simplify complex matters and propose innovative solutions
- Ability to challenge the status quo and identify more proficient and secure ways of doing things
- Ability to influence system designs based on understanding of functionality and different stakeholder needs while ensuring compliance with internal control requirements
- Fluent written and spoken Japanese and English

■ PROFESSIONAL EXPERIENCE

- Relevant experience in external and/or internal audit
- Demonstrated ability to define and implement a risk assessment and monitoring program
- 'Big 4' auditing experience will be considered
- Pharmaceutical industry experience is a plus
- Knowledge of internal control principles.

Company Description

ご紹介時にご案内いたします