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JAC Recruitment Singapore

PR/095743 | Funds Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554829

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 26th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Finance Management

- Liaise with fund administrator and banks on fund bank accounts, FX transactions and credit facilities
- Oversee quarterly and annual financial statements in accordance with IFRS/SFRS(I)
- Coordinate external audits and tax filings; compile schedules and supporting documentation
- Prepare and file MAS return schedules and other statutory filings for fund vehicles and management entities
- Support internal risk & controls framework; assist with periodic compliance reviews
- Assist in preparation of quarterly investor reports, pack presentations and ad-hoc financial analyses
- Respond to investor queries on NAV, fees, fund performance and financial policies

- Support basic bookkeeping tasks (e.g., invoices, expense tracking, petty cash, GST preparation and submission).

Office & Administrative Management

- Manage day-to-day office operations including supplies, equipment, facilities, IT liaison, and vendor coordination.
- Maintain an organised and professional work environment, including overseeing meeting rooms, common areas, and office cleanliness.
- Act as the first point of contact for external stakeholders, including guests, service providers, etc.
- Provide administrative and scheduling support to including calendar management, travel arrangements, and expense claims.
- Coordinate team meetings, offsites, and investor events/logistics.
- Maintain employee records and support onboarding/offboarding processes.
- Liaise with service providers, and corporate secretarial services where required.

Requirements

- Bachelor's degree in Accounting, Finance or related field
- Professional qualification (CA Singapore / ACCA / CPA) highly preferred
- **5+ years** of relevant experience in fund/accounting roles—ideally within a VC/PE fund, asset manager or fund administrator
- Strong technical proficiency in Excel
- Solid understanding of IFRS/SFRS(I). Ideally also with understanding of fund structures, GP/LP mechanics and carried-interest models
- Excellent attention to detail, organizational skills and ability to manage tight month-end and quarter-end deadlines
- Strong organisational, multi-tasking, and time management skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite.
- Ability to handle confidential information with discretion.
- Self-motivated, adaptable, and solutions-oriented.

We regret to inform that only shortlisted candidates will be notified.

Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Personnel: R1110469

EA Personnel Name: Zhong Zhengnan, Paul

#LI-JACSG #countrysingapore

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Company Description