

シンガポールの求人なら 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

November 4th, 2025 18:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description