



## PR/109641 | Senior Executive – Accounting & Administration

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1558232

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

September 16th, 2025 11:03

### 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

**Location:**

Mumbai

**Key Responsibilities****Finance & Tax**

- Coordinate with regional teams and local vendors for finance operations
- Manage invoices, payments, and employee reimbursements
- Review monthly reports from external accountants
- Handle banking and audit-related tasks

- Support tax filings and liaise with consultants
- Assist in budgeting and financial planning
- Prepare documentation for tax reviews

#### Office Administration

- Oversee office supplies, vendor coordination, and basic IT support
- Manage facility-related matters and lease coordination
- Handle calls, emails, and visitor reception
- Support expatriate logistics (visa, housing, transport)

#### ■ Requirements

- Bachelor's degree in Finance, Accounting, or related field
- 6+ years of relevant experience with strong knowledge of Indian tax and accounting rules
- Independent, detail-oriented, and proactive
- Strong communication skills in English
- Japanese language ability is a plus

**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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

#### Company Description