



PR/109641 | Senior Executive – Accounting & Administration

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1562481

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:24

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

■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

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Company Description