



PR/096363 | Fund Admini

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570909

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 05:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

-Title : Fund Admin(VP)

Job Responsibilities

- Fund Accounting: Maintain accurate accounting records for investment funds, including NAV calculations and reconciliation.
- Capital Calls & Distributions: Manage capital call notices and distribution processes to investors in a timely and compliant manner.
- Investor Reporting: Prepare and deliver comprehensive fund performance reports and financial statements to investors.
- Regulatory Compliance: Ensure adherence to MAS (Monetary Authority of Singapore) regulations and internal compliance standards.
- Audit Coordination: Liaise with internal and external auditors to facilitate smooth audit processes and timely completion.
- KYC & Due Diligence: Conduct Know Your Customer checks for external vendors, new investees, and counterparties

to meet regulatory requirements.

Job Requirements

- More than 7 years of fund administration experience, either at external fund administrators or within in-house fund administration teams.
- Language Skills: Ability to communicate in Japanese is a plus, as reporting to Japan may require Japanese language proficiency.

If you are interested in the role, please click [APPLY NOW](#)

JAC Recruitment Pte. Ltd.

EA License: 90C3026 | EA Personnel: R1105666 | EA Personnel Name: Kayama Shuhei

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Company Description