



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

#LI-JACSG

#countriessingapore

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.sg/privacy-policy>

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

Company Description