



PR/096600 | Hedge Fund Operations - Japanese Equities

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1575415

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 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

OVERVIEW

Our client is a Singapore-based investment management firm specializing in Japanese equities through two complementary strategies. They operate fundamental investment approaches with a focus on mid to small cap names and maintain a high volume of positions across sectors. Their operations team is critical in ensuring the accuracy, timeliness, and integrity of all post-trade processes while supporting our investment strategies.

They are looking for a resourceful and hands-on Buy-Side Operations Analyst with strong fund accounting knowledge. This role offers exposure to the full operational lifecycle of hedge fund management, with opportunities to contribute across a variety of functions in a tight-knit team environment.

Key Responsibilities

Fund Accounting & NAV Operations:

- Perform daily and monthly NAV calculations and validation processes

- Conduct comprehensive PnL reconciliation and variance analysis
- Calculate and verify management fees, performance fees, and expense allocations
- Oversee month-end and year-end closing procedures

Trade Operations & Settlement:

- Monitor trade settlements and resolve settlement failures
- Reconcile trades, positions, and cash balances with Prime Brokers daily
- Support trade bookings and lifecycle events for Japan-listed equities
- Handle corporate actions processing and income collection
- Manage FX hedging reconciliation and mark-to-market processes

Investor Relations & Capital Activity:

- Liaise with Transfer Agency on subscription and redemption processing
- Coordinate with fund administrator on capital activity and investor reporting
- Prepare and review investor statements and capital account reconciliations
- Support side pocket management and special situations processing

Risk & Compliance Operations:

- Monitor portfolio compliance with investment guidelines and risk limits
- Prepare regulatory filings and assist with audit preparation
- Review and process Japanese legal documents, including fund agreements and tax forms
- Support internal control processes and procedure documentation

Stakeholder Management:

- Collaborate with Prime Brokers, custodians, and fund administrators to resolve operational issues
- Interface with investment team on portfolio-related operational matters
- Coordinate with external auditors and regulatory bodies as required

Process Improvement & Reporting:

- Maintain and enhance internal Excel tools for reconciliations, fee calculations, and reporting
- Identify opportunities to streamline operational workflows and reduce manual processes
- Contribute to ad hoc projects and broader team initiatives as needed

Requirements

- **Experience:** 2 to 5 years in hedge fund operations, fund accounting, or buy-side operations
- **Core Skills:** Strong understanding of NAV calculation, trade and cash reconciliation, and fund flows
- **Industry Knowledge:** Experience working with Prime Brokers, fund admins, and custodians
- **Market Knowledge:** Familiarity with Japanese equities markets and trading practices is advantageous
- **Personal Qualities:** Meticulous, dependable, and detail-oriented with strong analytical skills
- **Adaptability:** Flexible mindset with willingness to support broader team operations
- **Technical Skills (Good to Have):** Proficiency in Python, SQL, and/or VBA for data analysis and process automation

We regret to inform that only shortlisted candidates will be notified. Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
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EA Reg No. R1879356
EA Personnel Name: Tan Deshun

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#countrysingapore

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Company Description