



Assistant Finance Manager

International Company | Flexibility

Job Information

Hiring Company

[inthehood, LLC](#)

Job ID

1581838

Industry

Other (Real Estate, Construction)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Chiyoda Line, Kasumigaseki Station

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

May 19th, 2026 11:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

ABOUT DASH LIVING

Dash Living is Asia Pacific's leading manager & operator of living sector assets in Hong Kong, Singapore and Japan. In

2025, Dash Living was acquired by Rava Partners, the real estate private equity arm under Hillhouse, further strengthening its growth trajectory and regional expansion plans.

With more than 2,000 rooms currently in our portfolio, Dash creates a global accommodation community through sharing economies, tech, and unique member experiences, empowering living in a connected world. Dash Living manages assets on behalf of renowned real estate investment managers such as BlackRock, Greystar, Schroders, PGIM Real Estate, Hines, and more.

WHAT YOU'LL DO

Finance and Accounting

- Lead the finance team for day-to-day operational finance including bookkeeping, account receivables and accounts payables.
- Manage and optimize manpower and processes to deliver the above.
- Prepare and review monthly financial reports, including income statements, balance sheets, and cash flow statements.
- Generate monthly property level reports to satisfy the requirements from internal and external stakeholders.
- Communicate with internal and external stakeholders to rectify issues and improve processes.
- Assist in preparing annual and property level budgets.
- Responsible for statutory audit and corporate tax requirements.
- Ensure financial records are compliant with policies and procedures.
- Responsible for the performance and personal development of your subordinates.
- Support ad-hoc projects assigned by the management, such as pre-opening of new buildings

Required Skills

REQUIRED SKILLS AND QUALIFICATIONS

- Excellent communication skill and leadership
- Strong analytical skills and critical thinking skill
- A growth and start-up mindset
- Ability to priorities under pressure
- 5+ years experience in the financial accounting field and 3+ years experience in a similar position.
- Bachelor Degree in Accounting or Finance related disciplines
- Japanese: Business Advanced level or N1 certification
- English : Business level or equivalent to TOEIC 800 and up is preferred

WHAT WE OFFER

- A dynamic startup environment with clear career progression
- Experience in working with overseas teams
- Hybrid Schedule 4 Days In-Office / 1 Day Remote
- Health, Pension, & Employment Insurance
- Premium PTO Vacation days that beat the market standard

Company Description