



## 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

June 16th, 2026 14:00

### 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