

## 【英語を活かす】 基金会計マネージャー/ Fund Accounting Manager

世界的な金融サービス企業にて、基金会計マネージャーの求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

世界的な金融サービス企業

**Job ID**

1584100

**Industry**

Investment Banking

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

10 million yen ~ 12 million yen

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

March 26th, 2026 15:05

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A global financial services company is looking for a Fund Accounting Manager. The selected candidate will lead fund administration, financial reporting, client servicing, regulatory compliance, and transaction support across assigned accounts. This is a hybrid role.

An international financial services company based in Asia. With thousands of professionals across a number of jurisdictions, this company oversees hundreds of thousands of legal entities. This company is a true market leader.

**Keywords:**

アカウントティング, ファイナンス, 経理, 財務, 会計, 求人, 外資系

Job Ref: E6147E

**Responsibilities:**

- Lead end-to-end fund administration and ensure timely, accurate, and compliant client deliverables
- Manage client relationships by serving as the main contact and responding promptly to requests
- Prepare management accounts, financial statements, and annual disclosures under J-GAAP, IFRS, and US GAAP while coordinating audits
- Process capital calls, distributions, and fee calculations while monitoring tax and FSA filing deadlines
- Coordinate with internal teams, overseas offices, and external providers such as auditors, banks, and asset managers to ensure smooth delivery
- Support client onboarding, transaction closings, regulatory compliance, and process improvement initiatives

**Requirements:**

- Bachelor's degree or above in finance or business or a relevant domain
- More than 3 years of accounting experience
- Experience working with foreign clients
- Understanding of J-GAAP (IFRS/US GAAP is ideal)
- Proficient in relevant software applications
- Skilled in MS Office Suite
- Native level Japanese; business level English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.