alterDomus*

MANAGER, FUND AND SPC ACCOUNTING | Global Team

Team Management | 英語活かせます

Job Information

Hiring Company
Alter Domus Japan K.K.

Job ID
1595627

Industry
Private Equity Fund, Venture Capital

Company Type
International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
9:30am - 5:30pm

Holidays
In accordance with company regulations

Refreshed
November 20th, 2026 05:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

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- Oversee SPC accounting and financial reporting for real estate, private equity, and venture capital funds
- Serve as the primary point of contact for domestic and international clients and lead the delivery of high-quality services
- Work in an environment where you can contribute to organizational development and new business acquisition during the growth phase of our Japanese subsidiary
- Enjoy a high degree of autonomy in a startup-like environment, backed by a global infrastructure of 7,000 employees

【Job Responsibilities】

- As a member of the senior management team in Tokyo you will work closely with the Head of Japan to oversee the delivery of accounting and reporting services to clients (both overseas and domestic) investing primarily through SPC structures (GK-TK, TMK) for real estate and through Cayman Limited Partnerships and/or Japan Investment Limited Partnership for Private Equity and Venture Capital clients;
- Lead the overall operational delivery locally in Japan, acting as the central point of contact for clients, working to ensure a positive client experience throughout the relationship;
- Experienced in J-GAAP and domestic taxation requirements, you will be comfortable reviewing financial reporting prepared by junior colleagues, overlaying your own specific local knowledge, particularly in relation to taxation, to ensure the accuracy and compliance of all reporting delivered to clients;
- As a skilled communicator you will be required to liaise with colleagues in other offices within Asia-Pacific (most commonly Hong Kong and Singapore) and across our global network to ensure smooth client delivery;
- Combining your knowledge of Japanese tax and accounting with a developing understanding of Alter Domus systems and processes including eFront and Yardi (we also use Kanjo Bugyo and Tatsujin), you will work within a structured framework to ensure a consistent client experience, promoting the use of standard reporting packs and system setup;;
- You will manage relationships with other service providers in the industry that are stakeholders for our clients, including auditors, law firms, and banks;
- You will use experience you have acquired in the past as well as excellent organisational skills, sound judgement, the ability to prioritise tasks and strong personal character to help the wider team perform and grow. Your colleagues will benefit from your good listening skills and tailored coaching (including on technical topics);
- You will also play a key role in generating new business and maintaining quality of existing clients.
  This includes preparation of materials for pitching to clients, presenting to clients about our business and supporting onboarding of new clients.

< About Us >
Independent and possessing more than twenty years of experience in its field, Alter Domus has become a leader in corporate and management services for private equity, infrastructure and real estate funds as well as listed and unlisted companies.
With 7,000 staff globally, including over 2,000 in APAC (Japan, Singapore, Hong Kong SAR and The People's Republic of China, Philippines, India and Australia), we mentor and develop our employees' technical knowledge and practical skills. We also champion commitment and a customer-oriented mind-set.
Alter Domus Japan is one of the newest offices globally for Alter Domus. While we have the experience and support of a 3,000-strong company with more than 30 offices globally our Japan office is very much in the start-up phase with an impressive pipeline of global clients waiting to be served. To be successful in the long term requires a long term focus and opportunities abound for anyone who is seeking an exciting and rewarding career as a Manager and potential future leader in our SPC Accounting Team.

【Employment Type】
Permanent employee

【Salary】
Based on experience and skill level

【Working Hours】
9:30 - 17:30 JST

【Work Location】
東京都千代田区丸の内2-3-2 Yusen Building

【Holidays & Leave】
20 Days Annual Leave
5 Days Sick Leave

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【Requirements】

- 5-8 years (Manager) of relevant work experience, ideally from multinational corporations, accounting service providers and / or Big 4;
- Fully qualified accountant (e.g. JICPA / CPTA / ACCA / AICPA / ACA);
- Native or fluent Japanese required, working proficiency in English;
- You are mature and able to inspire confidence in others;
- Possessing a detail oriented approach, you are able to analyse at both a micro and macro level;
- You have experience in leading teams and the ability to ensure that multiple (often competing) deadlines are met;
- You possess experience in dealing directly with a range of clients and internal teams alike, skillful in the management of their expectations, in relation to both technical and other operational topics;
- Capable of identifying and anticipating possible problem areas, you will be able to accurately measure potential risks

and offer suitable solutions to clients;
- Deep knowledge of the local Japanese market and business practices, industry knowledge specific to Real Estate (essential), Private Equity or Venture Capital would be considered an asset;
- Knowledge of accounting systems such as eFront or YARDI would be a distinct advantage.

【Ideal Candidate】
The ideal candidate will understand the needs of the business include, working closely with the Head of Japan to develop and drive sales by directly communicating with clients and potential clients, to manage staff and resources so that deliverables are met while ensuring that their team member's roles are manageable and fulfilling, to effectively prioritize tasks to achieve optimal results.
For more information, please visit our website: www.alterDomus.com

Company Description