

# シンガポールの求人なら JAC Recruitment Singapore

# PR/095743 | Funds Manager

### 募集職種

### 人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

#### 求人ID

1554829

#### 業種

銀行・信託銀行・信用金庫

### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年11月04日 18:00

### 応募必要条件

## キャリアレベル

中途経験者レベル

# 英語レベル

無し

# 日本語レベル

無し

### 最終学歴

短大卒: 準学士号

#### 現在のビザ

日本での就労許可は必要ありません

# 募集要項

# **Finance Management**

- · Liaise with fund administrator and banks on fund bank accounts, FX transactions and credit facilities
- Oversee quarterly and annual financial statements in accordance with IFRS/SFRS(I)
- Coordinate external audits and tax filings; compile schedules and supporting documentation
- Prepare and file MAS return schedules and other statutory filings for fund vehicles and management entities
- Support internal risk & controls framework; assist with periodic compliance reviews
- Assist in preparation of quarterly investor reports, pack presentations and ad-hoc financial analyses
- Respond to investor queries on NAV, fees, fund performance and financial policies
- Support basic bookkeeping tasks (e.g., invoices, expense tracking, petty cash, GST preparation and submission).

- · Manage day-to-day office operations including supplies, equipment, facilities, IT liaison, and vendor coordination.
- Maintain an organised and professional work environment, including overseeing meeting rooms, common areas, and
  office cleanliness.
- · Act as the first point of contact for external stakeholders, including guests, service providers, etc.
- Provide administrative and scheduling support to including calendar management, travel arrangements, and expense claims.
- · Coordinate team meetings, offsites, and investor events/logistics.
- Maintain employee records and support onboarding/offboarding processes.
- Liaise with service providers, and corporate secretarial services where required.

### Requirements

- · Bachelor's degree in Accounting, Finance or related field
- Professional qualification (CA Singapore / ACCA / CPA) highly preferred
- 5+ years of relevant experience in fund/accounting roles—ideally within a VC/PE fund, asset manager or fund administrator
- · Strong technical proficiency in Excel
- Solid understanding of IFRS/SFRS(I). Ideally also with understanding of fund structures, GP/LP mechanics and carried-interest models
- · Excellent attention to detail, organizational skills and ability to manage tight month-end and quarter-end deadlines
- · Strong organisational, multi-tasking, and time management skills.
- · Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite.
- · Ability to handle confidential information with discretion.
- Self-motivated, adaptable, and solutions-oriented.

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

EA: JAC Recruitment Pte. Ltd. EA Licence: 90C3026

EA Personnel: R1110469 EA Personnel Name: Zhong Zhengnan, Paul

#LI-JACSG #countrysingapore

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明