



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09月23日 01:00

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).

Office & Administrative Management

- 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

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会社説明