



PR/096600 | Hedge Fund Operations - Japanese Equities

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

1575415

業種

監査・税理士法人

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

2026年04月14日 09:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

OVERVIEW

Our client is a Singapore-based investment management firm specializing in Japanese equities through two complementary strategies. They operate fundamental investment approaches with a focus on mid to small cap names and maintain a high volume of positions across sectors. Their operations team is critical in ensuring the accuracy, timeliness, and integrity of all post-trade processes while supporting our investment strategies.

They are looking for a resourceful and hands-on Buy-Side Operations Analyst with strong fund accounting knowledge. This role offers exposure to the full operational lifecycle of hedge fund management, with opportunities to contribute across a variety of functions in a tight-knit team environment.

Key Responsibilities

Fund Accounting & NAV Operations:

- Perform daily and monthly NAV calculations and validation processes

- Conduct comprehensive PnL reconciliation and variance analysis
- Calculate and verify management fees, performance fees, and expense allocations
- Oversee month-end and year-end closing procedures

Trade Operations & Settlement:

- Monitor trade settlements and resolve settlement failures
- Reconcile trades, positions, and cash balances with Prime Brokers daily
- Support trade bookings and lifecycle events for Japan-listed equities
- Handle corporate actions processing and income collection
- Manage FX hedging reconciliation and mark-to-market processes

Investor Relations & Capital Activity:

- Liaise with Transfer Agency on subscription and redemption processing
- Coordinate with fund administrator on capital activity and investor reporting
- Prepare and review investor statements and capital account reconciliations
- Support side pocket management and special situations processing

Risk & Compliance Operations:

- Monitor portfolio compliance with investment guidelines and risk limits
- Prepare regulatory filings and assist with audit preparation
- Review and process Japanese legal documents, including fund agreements and tax forms
- Support internal control processes and procedure documentation

Stakeholder Management:

- Collaborate with Prime Brokers, custodians, and fund administrators to resolve operational issues
- Interface with investment team on portfolio-related operational matters
- Coordinate with external auditors and regulatory bodies as required

Process Improvement & Reporting:

- Maintain and enhance internal Excel tools for reconciliations, fee calculations, and reporting
- Identify opportunities to streamline operational workflows and reduce manual processes
- Contribute to ad hoc projects and broader team initiatives as needed

Requirements

- **Experience:** 2 to 5 years in hedge fund operations, fund accounting, or buy-side operations
- **Core Skills:** Strong understanding of NAV calculation, trade and cash reconciliation, and fund flows
- **Industry Knowledge:** Experience working with Prime Brokers, fund admins, and custodians
- **Market Knowledge:** Familiarity with Japanese equities markets and trading practices is advantageous
- **Personal Qualities:** Meticulous, dependable, and detail-oriented with strong analytical skills
- **Adaptability:** Flexible mindset with willingness to support broader team operations
- **Technical Skills (Good to Have):** Proficiency in Python, SQL, and/or VBA for data analysis and process automation

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Reg No. R1879356
EA Personnel Name: Tan Deshun

#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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明