



## Assistant Finance Manager

International Company | Flexibility

### 募集職種

#### 採用企業名

IN THE HOOD株式会社

#### 求人ID

1581838

#### 業種

その他（不動産・土木建設）

#### 会社の種類

中小企業（従業員300名以下） - 外資系企業

#### 外国人の割合

外国人 多数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 最寄駅

千代田線、 霞ヶ関駅

#### 給与

経験考慮の上、応相談

#### ボーナス

固定給+ボーナス

#### 更新日

2026年06月09日 02:00

### 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 (英語使用比率: 75%程度)

#### 日本語レベル

流暢

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### ABOUT DASH LIVING

Dash Living is Asia Pacific's leading manager & operator of living sector assets in Hong Kong, Singapore and Japan. In

2025, Dash Living was acquired by Rava Partners, the real estate private equity arm under Hillhouse, further strengthening its growth trajectory and regional expansion plans.

With more than 2,000 rooms currently in our portfolio, Dash creates a global accommodation community through sharing economies, tech, and unique member experiences, empowering living in a connected world. Dash Living manages assets on behalf of renowned real estate investment managers such as BlackRock, Greystar, Schroders, PGIM Real Estate, Hines, and more.

## WHAT YOU'LL DO

### Finance and Accounting

- Lead the finance team for day-to-day operational finance including bookkeeping, account receivables and accounts payables.
- Manage and optimize manpower and processes to deliver the above.
- Prepare and review monthly financial reports, including income statements, balance sheets, and cash flow statements.
- Generate monthly property level reports to satisfy the requirements from internal and external stakeholders.
- Communicate with internal and external stakeholders to rectify issues and improve processes.
- Assist in preparing annual and property level budgets.
- Responsible for statutory audit and corporate tax requirements.
- Ensure financial records are compliant with policies and procedures.
- Responsible for the performance and personal development of your subordinates.
- Support ad-hoc projects assigned by the management, such as pre-opening of new buildings

---

## スキル・資格

### REQUIRED SKILLS AND QUALIFICATIONS

- Excellent communication skill and leadership
- Strong analytical skills and critical thinking skill
- A growth and start-up mindset
- Ability to priorities under pressure
- 5+ years experience in the financial accounting field and 3+ years experience in a similar position.
- Bachelor Degree in Accounting or Finance related disciplines
- Japanese: Business Advanced level or N1 certification
- English : Business level or equivalent to TOEIC 800 and up is preferred

### WHAT WE OFFER

- A dynamic startup environment with clear career progression
- Experience in working with overseas teams
- Hybrid Schedule 4 Days In-Office / 1 Day Remote
- Health, Pension, & Employment Insurance
- Premium PTO Vacation days that beat the market standard

---

## 会社説明