

【外資系会計事務所】 SPC Administration Staff

【外資系会計事務所】 SPC Administration Staff

Job Information

Recruiter

Michael Page

Job ID

1487014

Industry

Real Estate Fund

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Refreshed

July 23rd, 2024 15:36

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Provide oversight to the team supporting clients on SPC financial reporting services to a portfolio of Real Estate structures
- Preparation of financial statements in compliance with JGAAP
- Collaborate with Real Estate administration teams in APAC offices to ensure that transactions activity are incorporated into the accounting ledgers
- Coordinate the audit process

企業情報

Global fund management/fund accounting service provider

職務内容

- Provide daily oversight to the team supporting clients for SPC accounting and financial reporting services to a portfolio of real estate structures, ensuring compliance with internal policies and procedures

- Ensure that daily matters required to be completed are performed in a timely and satisfactory manner including monitoring tasks
- Preparation of financial statements and supporting documentation in compliance with JGAAP
- Collaborate with the relevant Real Estate administration teams in APAC offices to ensure that accounting records are accurate and transactions activity within the portfolio are understood and incorporated into the accounting ledgers as appropriate
- Coordinate the audit process to ensure the completion of milestones and deadlines
- No people management responsibilities

条件・待遇

- ハイブリッド勤務
- ネームバリューのある会計事務所

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- 5～20年のSPC管理経験
 - 日常会話レベル以上の英語、ネイティブレベルの日本語
-

Company Description

Global fund management/fund accounting service provider