



## Associate Director, Fund Accounting

### Job Information

**Hiring Company**

[Blue Prism K.K.](#)

**Job ID**

1523926

**Industry**

Other (IT, Internet, Gaming)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

February 28th, 2025 18:45

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**Title:** Associate Director, Fund Accounting

**Country:** Japan

**Language:** Japanese Language proficiency is Mandatory

**Work Model:** Hybrid [6-8 days' work from office in a month]

#### Job Description

- Prepares a variety of fund reports for clients including: cash forecasts, Net Assets Values (NAVs), yields, distributions, reconciliation, and other fund accounting output.
- Updates and reviews trading, general ledger activity and pricing of funds.
- Prepares and reconciles trial balances for assigned funds and prepares reconciliation of fund records to custodians and transfer agents.
- Reviews complex investments and/or funds which may include international, fixed income, or derivatives securities.
- Manager of staff leaders for multiple departments, or manager of professionals who work on issues that require in-depth knowledge or specialized skills. Exercises wide-latitude to make decisions to achieve defined goals.
- Establishes operational objectives and provides strong tactical leadership. Coordinates with senior management or executives on critical cross-departmental or functional issues, removing barriers to operational success.
- Participates in the development and implementation of company policies. Accountable for the results of one or more

departments.

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### Required Skills

- Minimally requires a Master's degree and 10 years of related experience, or Bachelor's degree and 12 years of related experience, or high school degree and 14 years of related experience.
  - Japanese Fluency is mandatory.
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