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Finance Director - Global Real Estate Investment Firm

Finance Director

Job Information

Recruiter

[Michael Page](#)

Job ID

1524045

Industry

Real Estate Fund

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 1st, 2025 10:18

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are seeking a dedicated Finance Director with the ability to manage a grow a high performing team and oversee the day to day finance operations within the real estate investment industry.

Client Details

Our client is a global organization in the Real Estate Investments industry. They have a small office in Tokyo and is known for their long term investment focus and specialization in residential properties.

Description

- General Ledger & Accounting Operations: Oversee the general ledger, journal entries, account reconciliations, and monthly closing processes. Ensure all financial transactions are properly recorded and discrepancies are addressed promptly. Provide instruction to third party accounting service providers, review deliverables and monitor performance.
- Financial Reporting: Oversee the preparation and review of monthly, quarterly, and annual financial statements in accordance with applicable accounting standards including JGAAP and IFRS. Provide accurate and timely financial reports to senior management and external stakeholders including shareholder, investor and auditors. Manage fund administration and ensure all investment-related financial reporting is completed accurately on a timely manner.

- **Budgeting & Forecasting:** Lead the budgeting, forecasting, and financial planning processes, collaborating with other departments to align financial plans with organizational goals. Provide trends and comparison of budget and actual, and reforecasts; Work closely with the Portfolio Management team to provide insightful financial analysis to guide strategic decision-making and identify opportunities that support the improvement of overall financial performance.
- **Audit & Tax Compliance:** Serve as the principal point of contact for external auditors, manage preparations and support during all financial audits. Work with external tax advisors to ensure tax compliance measures in relevant jurisdictions are properly completed on time. Manage external professional advisory firms, provide instruction, oversee reporting to ensure US Tax, FATCA and CRS filing requirements are properly fulfilled.
- **Internal Controls & Compliance:** Develop, implement, and maintain compliance policies and procedures in line with local regulations, industry standards, and internal requirements including platform operational guidelines. Investigate and report any compliance breaches or concerns and recommend corrective actions as needed. Plan and manage internal control audit process, responsible for coordinating all parties on the auditing process. Review and propose mitigation actions on issues identified, monitor and ensure the completion of correction actions.
- **Capital Management & Fund Administration:** Take leadership and advisory role in equity management including capital call and funds flow throughout investment management and REOC operations. Review the capital account statements and various investment reports. Ensure all capital call and distribution documentations are in place through working shareholders, law firms, accounting firms. Work with Investment team to decide funding strategy and structures. Oversee capital commitment, RCF transactions, cash flow management, and liquidity planning across the Company's investment portfolios.
- **System Implementation & Process Improvement:** Lead the implementation of new accounting systems and process improvements, ensuring smooth conversions and optimal financial operations.
- **Team Leadership & Development:** Manage and develop the accounting team, providing training and mentorship to improve team performance and accuracy. **Strategic Financial Management:** Provide financial analysis and strategic insights to senior management to guide decision making. Identify cost-saving opportunities and areas for process improvements.

Job Offer

- An attractive salary package
- A chance to work in a high-performing team in the Real Estate investment industry.
- A platform to showcase and enhance your leadership skills.
- Opportunities for career progression within the organization.

This role offers the opportunity to make your mark in a large organization and play a crucial part in its growth. If you are a driven professional looking to take the next step in your career, we would love to hear from you.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

Required Skills

A successful Finance Director will have the following attributes...

- Strong analytical, problem-solving, and critical thinking skills.
- Strong leadership and managerial abilities with a proven track record of motivating and developing teams.
- Excellent communication and interpersonal skills, with the ability to interact effectively with senior leadership, auditors, and other stakeholders.
- High level of integrity, professionalism, and attention to detail.
- Ability to multitask, work under pressure, and meet tight deadlines in a fast-paced environment.
- Proficient in financial software and advanced Excel skills.
- Strong business acumen and strategic thinking, with the ability to collaborate effectively across functional teams (Acquisitions, Asset Management and Portfolio Management).
- Ability to quickly adapt to new systems and utilize analytic tools to interpret complex data and results.

Company Description

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