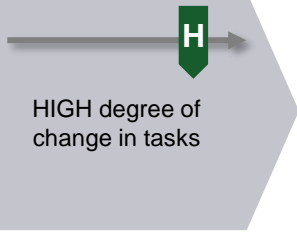


3 Job dashboard – Accounts Executive/Accounts Assistant (1/2)

Trends impacting this role					Impact Assessment
Artificial Intelligence (AI) & Analytics	Blockchain	Changing Public/ Client Expectations	Cloud Computing	Workforce Challenges	 HIGH degree of change in tasks
Cybersecurity	COVID-19	Move towards Outsourcing & Offshoring	Intelligent Automation		

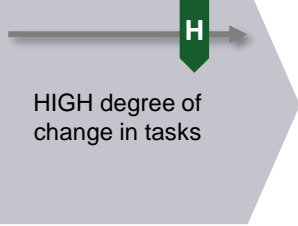
Responsibilities of the role today

Today, this job role is responsible for supporting clients' finance departments in carrying out accounting responsibilities. The job role is involved in work that is specific to accounts receivables, accounts payable, tax filing, data compilation, billing, payroll and/or other relevant accounting tasks.

Job tasks today	Impact at task-level/Future view of job tasks	Time horizon
Perform month-end closing activities, maintain accurate financial records and reconcile account balances	H <ul style="list-style-type: none"> Intelligent Automation embedded in accounting software will enable job holders to proactively track financial transactions and receive almost instantaneous reporting and analysis Role will shift to focus on handling more complex exception cases that require additional review and analysis 	<ul style="list-style-type: none"> Short-term
Compile business documentation used in banking processes and input payroll transactions into the client's accounting system	H <ul style="list-style-type: none"> Cloud Computing enables real-time document sharing for greater team efficiencies Time-consuming tasks will be automated using Intelligent Automation tools, to automate compiling of business documentation and input of transactions into systems, resulting in lesser manual data entries and fewer data input errors AI will enable the identification of anomalies while minimising human error Focus will shift to generating insights and communicating them to relevant stakeholders 	<ul style="list-style-type: none"> Short-term
Enter and retrieve system report data to/from the accounting systems and assign account codes	H <ul style="list-style-type: none"> AI will enable the automation of account codes assignment as it learns from past accounting systems codes Intelligent Automation and transaction processing tools will automate data entry and retrieval of systems report Mundane tasks such as data entry/retrieval and assigning account codes may also be offshored Focus will shift to managing deliverables from technology tools and offshore teams 	<ul style="list-style-type: none"> Medium-term
Use relevant IT systems for data analysis and assist to prepare consolidated financial statements, business activity reports and forecasts for clients	M <ul style="list-style-type: none"> AI will enable the scanning of accounting systems and transactions to analyse data for job holders, which supports the preparation of consolidated financial statements AI and Intelligent Automation (i.e. automated financial reporting tools) will enable job holders to prepare the first draft of consolidated financial statements. Role will shift to focus on including exceptions and reporting on the areas where there are new accounting standards Job holders will leverage data from AI to analyse and highlight key business insights and forecasts 	<ul style="list-style-type: none"> Medium-term

3 Job dashboard – Accounts Executive/Accounts Assistant (2/2)

[Contents](#)[Section Top](#)

Trends impacting this role					Impact Assessment
Artificial Intelligence (AI) & Analytics	Blockchain	Changing Public/ Client Expectations	Cloud Computing	Workforce Challenges	 HIGH degree of change in tasks
Cybersecurity	COVID-19	Move towards Outsourcing & Offshoring	Intelligent Automation		

Responsibilities of the role in the future

Moving forward, this job role will leverage Intelligent Automation tools to automate data entry, compilation and tax filing tasks while AI & Analytics will enable the analysis of transactions to provide insights on the client's financial statements. Job holders will shift their focus to provide advice and forecasts to improve clients' business processes and manage the quality of deliverables from automation tools and offshore teams.

Technical Skills (TSC) Required

• Accounting Standards	Level 4	• Financial Reporting Quality	Level 3
• Accounting and Tax Systems	Level 2	• Financial Transactions	Level 3
• Audit Compliance	Level 4	• Group Accounting and Consolidation	Level 4
• Business Innovation and Improvement	Level 3	• Internal controls	Level 2
• Data Analytics	Level 3	• Professional and Business Ethics	Level 3
• Digital Technology Adoption and Innovation	Level 3	• Professional Skepticism and Judgement	Level 3
• Digital Technology Environment Scanning	Level 3	• Professional Standards	Level 3
• Financial Closing	Level 3	• Project Management	Level 3
• Financial Management	Level 2	• Tax Computation	Level 3
• Financial Reporting	Level 2		

Critical Core Skills (CCS) Required

• Communication	Basic	• Problem Solving	Basic
• Collaboration	Basic	• Sense Making	Basic
• Learning Agility	Basic		

Mobility dashboard – Accounts Executive/Accounts Assistant

Accounting Practices Sector

1

Accountant/Senior Accounts Executive¹

Track: Financial Accounting

TRANSFERABLE SKILLS

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> Accounting Standards Accounting and Tax Systems Audit Compliance Business Innovation and Improvement Data Analytics Digital Technology Adoption and Innovation Digital Technology Environment Scanning | <ul style="list-style-type: none"> Financial Closing Financial Management Financial Reporting Financial Reporting Quality Group Accounting and Consolidation Internal Controls Professional and Business Ethics Professional Scepticism and Judgement | <ul style="list-style-type: none"> Professional Standards Project Management Tax Computation Communication Collaboration Learning Agility Problem Solving Sense Making |
|--|---|--|

ADDITIONAL SKILLS TO DEVELOP

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> Audit Frameworks Business Planning Capital Expenditure and Investment Evaluation Conflict Management | <ul style="list-style-type: none"> Finance Business Partnering Financial Statements Analysis Regulatory Compliance Stakeholder Management | <ul style="list-style-type: none"> Tax Implications Taxation Laws Transactional Accounting Transfer Pricing |
|---|---|---|

2

Risk Advisory Associate/Executive^{**}

Track: Risk Advisory^{**}

TRANSFERABLE SKILLS

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> Data Analytics Digital Technology Adoption and Innovation Internal Controls | <ul style="list-style-type: none"> Professional and Business Ethics Communication | <ul style="list-style-type: none"> Problem Solving Collaboration Learning Agility |
|---|---|--|

ADDITIONAL SKILLS TO DEVELOP

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> Benchmarking Business Continuity Management Business Process Analysis Corporate and Business Law Cyber Security Data Governance | <ul style="list-style-type: none"> Environment and Social Governance Financial Analysis Fraud Risk Management Governance Macroeconomic Analysis Project Execution and Control | <ul style="list-style-type: none"> Regulatory Risk Assessment Risk Advisory^{**} Risk Appetite and Goal Setting Risk Management Stakeholder Management Systems Thinking |
|--|---|---|

1. Accounts Executive/Accounts Assistant and Accountant/Senior Accounts Executive refer to roles in accounting practices

* Note: Mobility dashboards were developed for "High" impact job roles and the industry has identified the above as the top 3 potential roles practitioners can potentially move into

** Risk Advisory represents the Enterprise Risk Management functional track in SFw for Accountancy