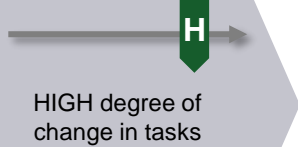


8 Job dashboard – Corporate Secretarial Associate (1/2)

[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 today

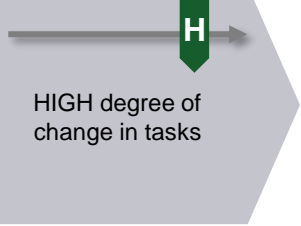
Today, this job role is responsible for supporting the execution of corporate secretarial activities that ensure proper documentation for regulatory corporate compliance, internal governance and shareholder management. Job holders must be organised and detail-oriented to manage different documentations required and adhere to statutory requirements.

Job tasks today		Impact at task-level/Future view of job tasks	Time horizon
Assist in the preparation of documents to ensure corporate compliance, including incorporation, AML and updates of corporate information required by statutory bodies*	H	<ul style="list-style-type: none"> The automation of the preparation and filing of statutory reports can alleviate time and manual effort. Currently, ACRA and IRAS have co-created a digital solution for the seamless filing of annual returns and financial statements The manual processes of anti-money laundering (AML) and know your customer (KYC) checks can be automated by dedicated software that performs customer screening and continuous monitoring 	<ul style="list-style-type: none"> Short-term
Provide logistical support and prepare documentation for board meetings including minutes taking, publication and distribution of meeting minutes, annual reports and documents required by statutory bodies*	M	<ul style="list-style-type: none"> As board meetings are increasingly held virtually, job holders have to be skillful in organising virtual meetings. The development and distribution of documents such as board minutes and the publication of annual reports are facilitated by cloud, reducing the need for hardcopy signatories While human intervention is still required to draft meeting minutes, the drafting process is aided by software which can transcribe audio recordings of meetings to provide raw content notes for reference The drafting of annual reports can be offshored to foreign partner firms 	<ul style="list-style-type: none"> Short-term
Support the share registration of the shareholders for share transfer and buybacks	H	<ul style="list-style-type: none"> Intelligent Automation enables the automation of repetitive tasks pertaining to share registration. Job holders can enjoy time savings and errors arising from manual entry are minimised. Shareholders can have the autonomy to utilise technology for their share registration 	<ul style="list-style-type: none"> Short-term
Support by providing information required for amendments for organisation constitution, internal policies and other documentation	M	<ul style="list-style-type: none"> Intelligent Automation tools crawl through databases to provide information relating to the required amendments Human intervention is still required to interpret these information and communicate it to one's superior 	<ul style="list-style-type: none"> Short-term

* When applicable, includes listing requirement

8 Job dashboard – Corporate Secretarial Associate (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 technology to assist in the preparation, filing, distribution and publishing of standardised documentation on regulatory corporate compliance, internal governance and shareholder management. Job holders will focus on defining rules for Intelligent Automation systems. Human intervention is still required to draft minutes of meetings.

Technical Skills (TSC) Required

• Business Acumen	Level 3	• Macroeconomic Analysis	Level 3
• Corporate and Business Law	Level 2	• Management Decision Making	Level 3
• Data Governance	Level 3	• Non-Financial Reporting	Level 4
• Environment and Social Governance	Level 3	• Professional and Business Ethics	Level 3
• Financial Reporting	Level 2	• Professional Standards	Level 3
• Financial Reporting Quality	Level 2	• Regulatory Compliance	Level 3
• Governance	Level 2	• Regulatory Risk Assessment	Level 4
• Infocomm Security and Data Privacy	Level 3	• Stakeholder Management	Level 3

Critical Core Skills (CCS) Required

• Collaboration	Basic	• Problem Solving	Basic
• Communication	Basic	• Transdisciplinary Thinking	Basic
• Digital Fluency	Basic		

Mobility dashboard – Corporate Secretarial Associate

Not captured in any SFw

1

Corporate Secretarial Senior/Senior Executive

Track: N/A

TRANSFERABLE SKILLS

- Business Acumen
- Corporate and Business Law
- Data Governance
- Environment and Social Governance
- Financial Reporting
- Financial Reporting Quality
- Infocomm Security and Data Privacy
- Macroeconomic Analysis
- Management Decision Making
- Non-Financial Reporting
- Professional and Business Ethics
- Professional Standards
- Regulatory Compliance
- Regulatory Risk Assessment
- Stakeholder Management
- Collaboration
- Communication
- Transdisciplinary thinking

ADDITIONAL SKILLS TO DEVELOP

- Sense Making
- Self-Management

Accounting Practices sector

2

Accounts Executive/Accounts Assistant¹

Track: Financial Accounting

TRANSFERABLE SKILLS

- Financial Reporting
- Financial Reporting Quality
- Professional and Business Ethics
- Professional Standards
- Communication
- Collaboration
- Problem Solving

ADDITIONAL SKILLS TO DEVELOP

- Accounting Standards
- Accounting and Tax Systems
- Audit Compliance
- Business Innovation and Improvement
- Data Analytics
- Digital Technology Adoption and Innovation
- Digital Technology Environment Scanning
- Financial Closing
- Financial Management
- Financial Transactions
- Group Accounting and Consolidation
- Internal controls
- Professional Scepticism and Judgement
- Project Management
- Tax Computation
- Tax Implications
- Taxation Laws
- Transactional Accounting
- Transfer Pricing
- Learning Agility
- Sense Making

*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