


## 8 Job dashboard – Corporate Secretarial Manager (1/2)

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

### Responsibilities of the role today

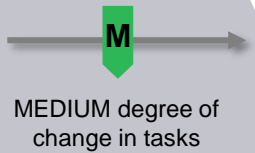
**Today**, this job role is responsible for managing clients and the engagements by ensuring that the deliverables are at the level of quality desired. This job role is also responsible for ensuring that regulatory compliance and internal governance are respected and adhered to at all times. This role requires strong project management skills, stakeholder management skills, meticulousness and the agility to adapt to different working styles.

Job tasks today	Impact at task-level/Future view of job tasks		Time horizon
Monitor and review all necessary documents to ensure corporate compliance, including incorporation, AML and updates of corporate information required by statutory bodies*	M	<ul style="list-style-type: none"> <li>Job holders are increasingly expected to be experts in regulations and compliance standards in order to provide more qualitative insights and be advisors to their clients</li> <li>Additionally, the job role is increasingly expected to provide insights on the benefits of being a Singapore-incorporated firm and insights on the impact of technology and compliance landscape, in order to better attract and guide organisations that are considering incorporation in Singapore</li> </ul>	<ul style="list-style-type: none"> <li>Medium to long-term</li> </ul>
Oversee the logistics of board meetings, review meeting agenda and minutes, monitor the publication and distribution of annual reports and all documents required by statutory bodies*	M	<ul style="list-style-type: none"> <li>The accessibility of board documents including the minutes, resolution, and reports stored in the cloud will facilitate the tracking of distribution of documents as well as the review and sign-off required for the agenda and minutes. This role will evolve to be an advisor to the Board, by supporting them in navigate emerging trends impacting the Board, compliance processes and challenges that clients must take into account</li> <li>As the offshoring of publication and distribution of annual reports becomes more common, job holders are required to monitor the activity remotely</li> <li>While overseeing and monitoring the team's work, job holders need to take into consideration the potential communication challenges from the remote working arrangements, resulting from COVID-19 regulations</li> </ul>	<ul style="list-style-type: none"> <li>Short to medium-term</li> </ul>
Monitor the registration and transfer shares and evaluate restructuring possibilities	M	<ul style="list-style-type: none"> <li>Data analytics tools will facilitate monitoring of the registration, transfer of shares and generate business insights to evaluate the different corporate restructuring options that can enhance the client's organisational value</li> </ul>	<ul style="list-style-type: none"> <li>Short to medium-term</li> </ul>
Review amendments for organisation constitution, internal policies and other governance documentation	L	<ul style="list-style-type: none"> <li>The review of governance documentation is still needed and will require human expertise and intervention</li> </ul>	<ul style="list-style-type: none"> <li>Long-term</li> </ul>

\* When applicable, includes listing requirement

## 8 Job dashboard – Corporate Secretarial Manager (2/2)

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### Responsibilities of the role in the future

**Moving forward**, this job role is expected to leverage AI, Analytics and Cloud Computing to oversee and monitor engagement activities at a faster pace as well as provide advisory services on regulations and compliance standards to clients. Domain expertise is still required to stay abreast of the evolving regulations, technology and compliance landscapes to manage engagements.

### Technical Skills (TSC) Required

• Business Acumen	Level 5	• Management Decision Making	Level 4
• Corporate and Business Law	Level 4	• Non-Financial Reporting	Level 5
• Data Governance	Level 5	• Professional and Business Ethics	Level 5
• Environment and Social Governance	Level 4	• Professional Standards	Level 5
• Financial Reporting	Level 3	• Regulatory Compliance	Level 4
• Financial Reporting Quality	Level 3	• Regulatory Risk Assessment	Level 5
• Governance	Level 5	• Regulatory Strategy	Level 5
• Infocomm Security and Data Privacy	Level 4	• Stakeholder Management	Level 5
• Macroeconomic Analysis	Level 4		

### Critical Core Skills (CCS) Required

• Collaboration	Advanced	• Sense Making	Advanced
• Communication	Advanced	• Transdisciplinary Thinking	Advanced
• Developing People	Advanced		