

Accounts executive/Accounts assistant

Proficiency level

- X New Gen AI skills
- X Transferrable skills at the same proficiency level
- X New skills
- X Transferrable skills at a higher proficiency level¹

Skills Framework track	Financial accounting	Job function	Finance	Job family	Accountant
Sub-sectors	Retail banking, corporate banking	Expected augmentation by Gen AI	Do more and do new: Gen AI can automate the retrieval of system reports, streamline the compilation of business documentation, and enhance the accuracy of financial records and statements; output from the Gen AI tools can be used directly by Senior Accounts Executives to enhance their analysis of the FI's financial position		

Key tasks that can benefit from Gen AI

Critical work functions	Key tasks
Process business transactions and reports using information technology tools	Retrieve system reports from the accounting system for management's use
Perform financial accounting and corporate reporting activities	Compile the relevant business documentation used in banking processes Maintain accurate financial records and statements Record and process all business transactions in the accounting system using double-entry accounting Record transactions and events relating to sales, purchases, receivables, payables, and cash Record transactions and events relating to inventory, accruals, prepayments, capital structure, and finance costs

New Gen AI skills

Prompt design	2
Gen AI principles and applications	2
Ethical and responsible Gen AI adoption	2

Additional skills required for potential redesigned role

Role 1: Tax associate / Tax executive (adj ² . Score: 0.42)					
Digital technology environment scanning	3	Accounting and tax systems	4	Tax compliance	3
Professional and business ethics	3	Tax controversy management	3	Tax advisory	3
Taxation laws	3	Tax risk management	3	Stakeholder management	3
Transfer pricing	3	Corporate and business law	3		
Role 2: Audit associate / Audit assistant associate (adj. Score: 0.33)					
Accounting standards	4	Programming and coding	2	Engagement execution	4
Data analytics	3	Project execution and control	2	Auditor independence	4
Digital technology environment scanning	3	Macroeconomic analysis	3	Business acumen	4
Professional and business ethics	3	Cybersecurity	3	Engagement quality control	4
Professional scepticism and judgment	3	Data governance	3	Auditing and assurance standards	4
Taxation laws	3	Stakeholder management	3	Financial statements analysis	4
Internal controls	3	Risk assessment	4		

- Transferrable skills with an increase in one level of proficiency is considered easier to acquire than transferable skills with multiple levels of increase in proficiency, followed by net new additional skills. Depending on job redesign for the financial institution, the financial institution will have to pick select skills to reskill employees on, via a combination of on-the-job training and existing courses.
- Skills adjacency score.

Source: SkillsFuture Skills Framework

Accounting executive

Proficiency level

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Skills Framework track	Management accounting	Job function	Finance	Job family	Accountant
Sub-sectors	Retail banking, corporate banking, investment banking, private banking and wealth management, asset management, insurance	Expected augmentation by Gen AI	Do more and do new: Gen AI can automate cost analysis, enhance the budgeting and forecasting process, and improve profit and loss analysis; output from Gen AI tools can be used directly by stakeholders from the various business units within the FI to improve their cost management capabilities		

Key tasks that can benefit from Gen AI

Critical work functions	Key tasks
Manage efficiency and effectiveness of resource allocation	Prepare cost analysis
Support strategic planning	Assist in the budgeting and forecasting process
	Assist in profit and loss analysis

New Gen AI skills

Prompt design	2
Gen AI principles and applications	2
Ethical and responsible Gen AI adoption	2

Additional skills required for potential redesigned role

Role 1: Business valuation associate / Business valuation executive (adj ² Score: 0.46)					
Benchmarking	3	Data analytics	4	Valuation approaches and methodologies	3
Digital technology environment scanning	3	Data governance	4	Stakeholder management	3
Financial analysis	3	Corporate and business law	3	Valuation conclusion and reporting	3
Macroeconomic analysis	3	Valuation of different classes of interest	3	Business development	3
Professional and business ethics	3	Valuation research and analysis	3	Business acumen	4
Taxation laws	3	Financial modelling	3		
Role 2: Tax associate / Tax executive (adj. Score: 0.38)					
Digital technology environment scanning	3	Corporate and business law	3	Transfer pricing	3
Professional and business ethics	3	Tax controversy management	3	Tax advisory	3
Taxation laws	3	Tax risk management	3	Stakeholder management	3
Accounting and tax systems	4	Tax compliance	3		

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DO MORE AND DO NEW