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Job dashboard – Corporate Secretarial Senior/Corporate Secretarial Senior Executive (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 ensuring the timely execution of corporate secretarial activities that ensure the proper documentation of regulatory corporate compliance, internal governance and shareholder management. Job holders will also be required to develop processes and frameworks for the execution of these corporate secretarial activities. Job holders must be independent and meticulous in order to achieve all the deliverables required.

Job tasks today	Impact at task-level/Future view of job tasks	Time horizon
Develop processes and framework for documentation to ensure corporate compliance, including incorporation, AML and updates of corporate information required by statutory bodies*	<ul style="list-style-type: none"> Job holders will input pre-determined parameters into Intelligent Automation systems to define processes and frameworks for the automation of statutory report filings and documentations. The focus will shift to the reviewing of outputs from automation AI & Analytics and Intelligent Automation will flag out anomalous cases through automating customer screening and monitoring. Job holders will shift their focus towards analysing and solving complex cases that requires human discretion 	<ul style="list-style-type: none"> Short-term
Develop processes for the logistics of board meetings, review draft meeting agenda, minutes, as well as review processes relating to the publication and distribution of annual reports and documents required by statutory bodies*	<ul style="list-style-type: none"> Job holders understand Cloud Computing processes and upskill in basic cybersecurity skills to manoeuvre access controls of confidential documents, manage relevant communications and determine processes to ensure smooth and timely digital release of meetings and documents Cloud Computing enables organised content storage and AI & Analytics assist job holders in providing an initial draft of board meeting minutes Job holders will shift their focus to review the drafted minutes Cybersecurity and internal controls concerns require job holders to assess and pre-empt potential possible threats Job holders are required to manage and review the deliverables from foreign partner firms and focus on the publication process 	<ul style="list-style-type: none"> Short-term
Perform the registration and the transfer of shares and analyse information for restructuring possibilities	<ul style="list-style-type: none"> Intelligent Automation and AI & Analytics will flag out anomalous entries. Job holders will shift their focus to resolving these anomalous and complex cases of share registration and transfers Data analytics tools will process and analyse the information required to evaluate possible restructuring for clients. Job holders will shift their focus to interpreting insights generated to better inform clients on potential restructuring possibilities 	<ul style="list-style-type: none"> Short to medium-term
Draft amendments for organisation constitution, internal policies and other documentation	<ul style="list-style-type: none"> Job holders will leverage information furnished by Intelligent Automation and interpreted by their teams to draft amendments required based on customised needs of each organisation, constitution, internal policies or governing documentation Cloud Computing facilitates efficient extraction of required data Human intervention is still required to review, draft and update governance documents based on each client's needs 	<ul style="list-style-type: none"> Short-term

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Job dashboard – Corporate Secretarial Senior/Corporate Secretarial Senior Executive (2/2)

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Responsibilities of the role in the future

Moving forward, this job role will still be responsible for developing processes and ensuring the timely execution of corporate secretarial activities which include preparing, filing, distributing and publishing documentation on regulatory corporate compliance, internal governance and shareholder management. Intelligent Automation, Cloud Computing, AI and Analytics will be leveraged and job holders will focus on reviewing documentation, overseeing the automation output, interpreting insights generated by emerging technologies and resolving anomalous and complex cases.

Technical Skills (TSC) Required

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

Critical Core Skills (CCS) Required

• Collaboration	Basic	• Sense Making	Intermediate
• Communication	Basic	• Transdisciplinary Thinking	Intermediate
• Self-Management	Intermediate		