
ASoc presents

CAREER IN ACCOUNTING GUIDEBOOK

2021



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TABLE OF CONTENTS

SECTORS

AUDIT & ASSURANCE	2
TAX	6
MANAGEMENT ACCOUNTING	9
FINANCE	12
INTERNAL AUDIT	17
FINANCIAL FORENSICS	22

FEATURED ORGANISATIONS

ISCA	27
EY	29
FOO KON TAN	30

AUDIT AND ASSURANCE

DAY IN THE LIFE OF

You might be assigned to multiple engagements at the same time. It involves going down to the client's office to obtain documents, planning and executing an audit and making assessments on the client's books. Strong computer and data analytics skills help greatly in your day-to-day role. Microsoft Excel is an important hard skill to pick up, as several clients send in their financial data in that format. Tableau is also highly recommended as a data visualization software.

It is common to have an overwhelming load of assignments and reports required on a tight deadline. You will likely have to work after office hours and on weekends. The team environment is usually supportive, with mentorships, group-ups, and trainings. However, this varies from firm to firm. Life in audit will not be relaxing, but it can be enjoyable and exciting with a good team around you.

INSIDER'S ADVICE

Internship experience is crucial in this field, as it can flatten your learning curve. What you learn in class is not enough, as it gives a more theoretical idea of how audit works. Understanding company specific business processes, HR Policies and use of software will also help you adapt.

Some experience in Audit, at least 4-5 years, goes a long way in being able to switch to a job as a commercial accountant. It is especially useful if you can get internship/work experience at a Big 4 company, as it makes the transition to commercial smoother. Mid-tier firms are generally very good if you aim to have a long career with the same firm, as you get good experience and better career progression than you would at a Big 4 firm.

COMMON DIVISIONS

Financial statement audits are highly dependent on the nature of the industry being audited. As such, you may specialize in one of many divisions, such as:

- Energy industry
- Construction
- Financial services
- Public-listed company

Depending on your language capabilities, you may even be assigned geographical specialties (such as auditing Malaysian, Indonesian and Filipino companies).

JOB SCOPE

In a career in Audit, you will primarily do the following:

1. Lead and perform on audit engagements
2. Obtain an understanding of the entity, information and documents from clients
3. Recommend corrections to clients as needed
4. Prepare audit evidence, conduct analyses on Excel or other software
5. Close an audit by preparing an audit report.

WHAT YOU CAN DO IN SMU!

- Take up the 2nd Major in Accounting Data and Analytics under the School of Accountancy. You can find more information on this [hyperlink](#).

- Out of the three 2nd Major electives you need to take up for the 2nd Major, consider the ACCT423 Audit Analytics and ACCT424 Auditing Information Systems modules. ACCT423 aims to give you real-life context in applying data analytics in an audit setting, while ACCT424 will give a good understanding of managing IT audits and risks.
-

- Take up the ACCT427 Accounting Data & Analytics WSEP for a high quality 20-week experience of Audit and Assurance work.

WHAT YOU CAN DO IN SMU!

- There are several Audit-related internships and programmes that you can pursue. You may consider the Deloitte FasTrack programme as a way to enter the field.
- Focus on perfecting your FRA, IFA and AFA.
- Knowledge of Singapore Financial Reporting Standards (SFRS) is crucial here.

WHAT YOU CAN DO AFTER SMU!

- Pursue your Chartered Accountant (CA) qualification with the Institute of Singapore Chartered Accountants (ISCA). This requires that you take up the examinations in the Singapore Chartered Accountant Qualification (SCAQ) pathway with the Singapore Accountancy Commission (SAC). As a graduate of SMU School of Accountancy, you would be eligible for the Direct Entry to the Professional Programme, which involves only the completion of 4 technical modules and 1 capstone module.

- Once the relevant modules and three years of accounting work experience has been achieved, you are eligible to apply for the CA credential to cap off your CA qualification journey. The qualification will give you a strong understanding in being able to pursue a career across most sectors of accountancy, and in particular for audit.

TAX

DAY IN THE LIFE OF

You might be assigned to multiple engagements at the same time. Depending on your specialization, you may interact with several international clients as well as maintain correspondence with the Inland Revenue Authority of Singapore (IRAS). Strong computer and data analytics skills help greatly in your day-to-day role. Microsoft Excel is an important hard skill to pick up. You may be involved in data profiling projects, so understanding of Tableau/Power BI goes a long way.

It usually has standard working hours but has the potential to be busy, with peak periods of September to November and February to April. The team environment varies from firm to firm. You are also required to keep a close eye on key government announcements, such as the Annual Budget, to prepare reports and analyses to update your clients.

INSIDER'S ADVICE

It is helpful to know a bit of Singapore law, specifically the Income Tax Act.

It will also help to know Excel data manipulation, as you will have many PivotTables and data analyses to create.

Internship experience will be particularly useful for tax due diligence and corporate tax fields.

The field, while limited, is exciting and ever-changing.

Working hours, which normally follow standard hours, can get very busy depending on firms. Big 4 firms have a reputation for being particularly busy.

COMMON DIVISIONS

There are several divisions and specialisations that you may consider pursuing:

- Income Tax
- GST
- Tax Treaties and Withholding Taxes
- Transfer Pricing

You may pursue these specialisations in depth at the Tax Academy of Singapore by taking up their respective Executive Tax Programme Levels I to III.

JOB SCOPE

1. Identify changes in tax laws and their implications
2. Research tax provisions in various countries around the world
3. Advise clients on tax planning on local or international scale
4. Prepare firms' tax reporting and documentation
5. Advise on tax implications surround mergers and acquisitions

WHAT YOU CAN DO IN SMU!

- Take up the module ACCT403 Advanced Taxation to gear yourself for experience in Tax in an international context.

- There are many avenues to obtain a tax internship while you are in SMU. You may apply for Tax internships for Winter or Summer periods on Ontrac II. Alternatively, you can challenge your learning by participating in the Tax Society's annual Tax Challenge, where placing in a podium position may earn you a place in advanced internship interviews.

- You may also choose to join the Tax Society as a member, which is a student body specialising in the field of Tax. Follow up on their events, which include networking sessions, career talks as well as the Tax Challenge.

WHAT YOU CAN DO AFTER SMU!

- Upon graduation, you may choose to pursue further qualifications to firm up your career choice. Sign up as a member of the Singapore Tax Academy and take up courses to learn in depth about tax-related specialties. It would help you to complete the Executive Tax Programme Levels I to III.

- Join up as a member of the Singapore Chartered Tax Professional (SCTP) and pursue the qualification of Accredited Tax Practitioner (ATP), which requires 3 years of relevant work experience along with the completion of the Singapore Tax Academy examinations related to the specialisation. With up to 5 years of experience, you may look to upgrade that to that of an Accredited Tax Advisor (ATA).

MANAGEMENT ACCOUNTING

DAY IN THE LIFE OF

You may be handling one or more portfolios, for which you will prepare budgets, forecasts and end of year closing. You will tend to repetitive and mundane tasks most often, however, you can automate them to an extent. Data analysis is crucial in this role, so you might find yourself using SQL, Python, R and Excel quite often. Visualisation software such as Tableau is becoming increasingly prevalent.

The field is known for being busy, with having peak periods and a propensity for urgent requests. However, it can be more relaxed outside of these peaks. Companies do offer overseas postings for more senior personnel, so there is some international opportunity.

INSIDER'S ADVICE

Management accounting skillsets are highly transferable and prove a great asset should you wish to switch roles.

Credentials (such as CA, CMA and CFA) are not necessary in the early stage of the career. Most of the tasks can be learned on the job provided you have good data analytics skills.

COMMON DIVISIONS

Managerial accounting does not have any specific specialisations of its own, as it primarily involves data analytics applied to a business context. As such, your specialization is highly dependent on the departments in your portfolio(s) and experience.

However, specialisations may emerge based on your understanding of the financial and non-financial aspects of a particular industry and business model.

JOB SCOPE

1. Identify past trends to forecast financial and operational requirements
2. Monitoring internal financial processes, cash flows, costs and revenues
3. Budget for coming periods based on analysed patterns and assessed needs, and
4. Present and report to management to aid them in strategic decision-making.

WHAT YOU CAN DO IN SMU!

- Take up the 2nd Major in Accounting Data and Analytics under the School of Accountancy. You can find more information on this [hyperlink](#).

- Out of the three 2nd Major electives you need to take up for the 2nd Major, consider the IS453 Financial Analytics and ACCT420 Forecasting and Forensic Analytics modules. IS453 aims to give you experience in Python for advanced analytics, while ACCT420 will give a good understanding of modelling in R.

- Take up ACCT401 Strategic Management Accounting.

- Consider joining the Business Intelligence and Analytics (BIA) Club in SMU to learn how to analyse data in a quick and efficient manner. Do consider pursuing their Data Associate programme.

WHAT YOU CAN DO AFTER SMU!

Consider pursuing the Certified Management Accountant (CMA) qualification at the Institute of Management Accountants (IMA). This is a US-based qualification that prioritises training students in financial strategy, reporting and decision analyses. This certification might prove valuable to you in applying for jobs in this field.

Pursuing this certification also gives you a great understanding of financial planning, performance analysis and strategic financial management, alongside being a world-renowned qualification for this field of accounting.

Alternatively, you may pursue the ISCA-SUSS Specialist Certificate in Business Analytics at the Institute of Singapore Chartered Accountants (ISCA). You will be required to take up at least 7-8 courses as part of this and can complete this certification within 1.5 years.

FINANCE

DAY IN THE LIFE OF

You might be assigned to multiple engagements at the same time. International opportunities are aplenty, as several finance and banking firms have branches overseas that you can second over to. Strong computer and data analytics skills help greatly in your day-to-day role. Microsoft Excel is an important hard skill to pick up, while VBA is highly recommended. Involves a lot of preparing and delivering presentations, so Tableau is also recommended. PowerBI, R and Python are also useful for work in banks.

It usually has standard working hours but has peak periods biennial or quarterly. It can be intense during M&A periods as well, during which overtime is common. Team environments vary from firm to firm, however for the most part have some form of mentorship programme. Learning on the job is common. Useful to have prior internships.

INSIDER'S ADVICE

While a finance major will gear you for a role in this industry, it is not a must. Understanding modelling, valuation and financial markets is more important.

Audit information systems and highly technical data management is not critical in this field. Data manipulation to derive insights, such as by conducting analyses, building models or creating visualisations, is more crucial.

Be prepared to do a lot of networking.

COMMON DIVISIONS

Finance roles have many divisions which have very different functions. These may include, but are not limited to, specialisations in:

- Equity research
- Credit analysis
- Financial analysis
- Venture capital
- Risk advisory
- Fund management
- Capital management
- Investment banking
- Private equity
- Corporate development
- Wealth management
- Trading and brokering
- Trade finance
- Valuation

JOB SCOPE

Finance roles, having many specialisations, do not have a one-size-fits-all job scope across all roles. However, some commonalities may exist across roles, such as:

1. Analysing and forecasting financial information to draw trends and errors
2. Development of financial models to value various financial metrics (such as debt and capital), and
3. Creating presentations to advise clients

WHAT YOU CAN DO IN SMU!

- There are several finance-related CCAs in SMU that you can consider joining, such as the SMU Student Managed Investment Fund (SMU-SMIF), Asia Private Equity Club SMU (APECS) and SMU Q.E.D. Quantitative Finance Society. You can
- improve your understanding of financial markets at these clubs. Keep in mind that several SMU CCAs require you to demonstrate some knowledge of finance before you can enter, so do prepare to self-learn the required concepts before applying to enter.

- Additionally, you may choose to take up the Finance major offered up by the Lee Kong Chan School of Business (LKCSB) as a 2nd Major option.
- This will give you access to more specialised courses for your chosen field.

WHAT YOU CAN DO IN SMU!

- As accounting electives, you are highly recommended to take up ACCT418 Data Modelling and Visualisation and ACCT420 Forecasting and Forensic Analytics. Both these models will provide you the knowledge to effectively manipulate data as well as make highly complicated forecasting analyses in Excel and R respectively.
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WHAT YOU CAN DO AFTER SMU!

- Consider taking up the Chartered Financial Analyst (CFA) Programme offered by the CFA Institute. This programme will give you the highly-valued CFA credentials, aside from knowledge in advanced investment analysis and real-world portfolio management.

- Doing the CFA programme involves completing the 3 levels of CFA examinations, complete with their own syllabus each. Additionally, you need to meet the 4000 hours criteria for work experience, obtain reference letters and apply to become a charterholder under the programme.

WHAT YOU CAN DO AFTER SMU!

- To enroll for the Level 1 exam, the criteria includes having a valid international passport, basic mastery in English (as the exams are administered in English) and agreeing to the Professional Conduct Admission Criteria.)

- Programme costs are typically between USD 2400 - 4590 (SGD 3234 - 6186). These costs may be covered by your employers or reduced through the CFA scholarships. For more information, access this [hyperlink](#).

INTERNAL AUDIT

DAY IN THE LIFE OF

Your key job as an internal auditor is evaluating your firm or client firm for its business processes, everything from environmental impact of the firm's activities to performance audits evaluating if the firm is meeting its goals, to even IT audits in ensuring the security and organization the firm's IT infrastructure.

As an internal auditor at a company, depending on the size of the company you may be required to travel overseas to audit the firm's subsidiaries. Work schedules usually remain a consistent 8 hours a day, except at periods near the completion of the audit, where the work may spill over. Work experience in audit is important in obtaining a job in internal audit.

INSIDER'S ADVICE

Both CA and CIA qualifications help your understanding of accounting and financial implications of management decisions, so good qualifications to have. Internship experience is important, as just doing the Internal Audit module will not prepare you enough.

Crucial to understand business processes and effectiveness of controls. Very important to know Excel, additional important software includes Tableau, Bower BI, Alteryx and SQL. Good to have data analytics exposure beforehand.

Work-life balance is fairly solid, with more reasonable working hours than external audit. Work availability is rather constant, with firms always on the lookout.

COMMON DIVISIONS

Internal audit is a specialization in itself, and normally doesn't have many further divisions. However, there are certain types of internal audit that companies may hire for:

- Financial Audits
- Operational Audits
- Environmental Audit
- Compliance Audits
- Information System (IS) Audits
- Performance Audit

JOB SCOPE

Internal auditors are required to do the following tasks:

1. Conduct regular audits on the firm's business processes, financial reporting and operations
2. Judge the effectiveness of the firm's internal controls
3. Prepare reports to present to the firm's audit committee.
4. Ensure your organization's processes complies with the relevant regulations
5. Recommend improvements to the firm's controls

WHAT YOU CAN DO IN SMU!

- Take up the Financial Forensics 2nd Major programme under the School of Accountancy. You can find more information on this [hyperlink](#).

- Out of the three 2nd Major electives you need to take up, prioritise the ACCT423 Audit Analytics and ACCT424 Auditing Information Systems modules. This will help you get a better understanding of the IS elements of internal auditing.

- In addition, you might consider taking ACCT410 Internal Audit and ACCT409 Auditing for the Public Sector as accounting electives to prepare you for this field.

WHAT YOU CAN DO IN SMU!

- For students more interested in Information Systems (IS) Audit, you may pursue the Certified Information Systems Auditor (CISA) certification at the Information Systems Audit and Control Association (ISACA). This is a certification specifically aimed at gaining competency in IT audit, and requires the completion of CISA exam, obtaining relevant full-time work experience in the field and payment of the US\$50 processing fees. While ISACA is an American organisation, it also has a Singaporean chapter, and more specifically an SMU chapter, that you can join.

WHAT YOU CAN DO AFTER SMU!

- Pursue further qualifications in Internal Audit at the Institute of Internal Auditors Singapore. A qualification you may be interested in is the Certified Internal Auditor (CIA). This is an internationally-recognised certification which you can obtain following the completion of two years of Internal Auditing work experience and the completion of a three-part examination. You can find out more at this [link](#).

- Alternatively, you may obtain the CIA credential by being a full-fledged member of the Institute of Singapore Chartered Accountants (ISCA) and taking a one-part CIA Challenge exam. For non-members, the exam fees can go up to US\$1545 (approximately SG\$2100).

WHAT YOU CAN DO AFTER SMU!

- For students more interested in Information Systems (IS) Audit, you may pursue the Certified Information Systems Auditor (CISA) certification at the Information Systems Audit and Control Association (ISACA). This is a certification specifically aimed at gaining competency in IT audit, and requires the completion of CISA exam, obtaining relevant full-time work experience in the field and payment of the US\$50 processing fees. While ISACA is an American organisation, it also has a Singaporean chapter.

FINANCIAL FORENSICS

DAY IN THE LIFE OF

You have the key job of preparing materials for legal cases. You might be assigned to multiple engagements at the same time. Sometimes it involves making valuation reports to assess damages for a case, then analysing data and preparing presentations. Strong computer and data analytics skills help greatly in your day-to-day role.

It is common to have sudden assignments and reports required on a tight deadline. You may have to work at irregular hours. A key part of the job involves obtaining information while maintaining confidentiality on your investigation. You may be required to travel overseas if your engagement has overseas elements, such as subsidiaries.

INSIDER'S ADVICE

It is helpful to know a bit of Singapore law, specifically the Income Tax Act.

It will also help to know Excel data manipulation, as you will have many PivotTables and data analyses to create.

Internship experience will be particularly useful for tax due diligence and corporate tax fields.

The field, while limited, is exciting and ever-changing.

Working hours, which normally follow standard hours, can get very busy depending on firms. Big 4 firms have a reputation for being particularly busy.

COMMON DIVISIONS

There are several divisions and specialisations that you may consider pursuing:

- Anti-money Laundering
- Fraud and corruption investigations
- Expert determination
- Regulatory compliance
- Insurance claims investigations
- Tax fraud investigations
- Commercial disputes
- Cybercrime and Digital Forensics
- Financial crime and detection
- Funds and asset tracing
- Professional negligence
- Valuation

JOB SCOPE

Forensic accounting typically involves litigation support and investigation. This may entail the following tasks:

1. Assessing losses and damages
2. Analysing financial data to identify areas of fraud
3. Preparing forensic accounting reports and analytical data for use in litigation
4. Providing testimony in court as an expert witness during litigation

WHAT YOU CAN DO IN SMU!

- Take up the Financial Forensics 2nd Major programme under the School of Accountancy. You can find more information on this [hyperlink](#).

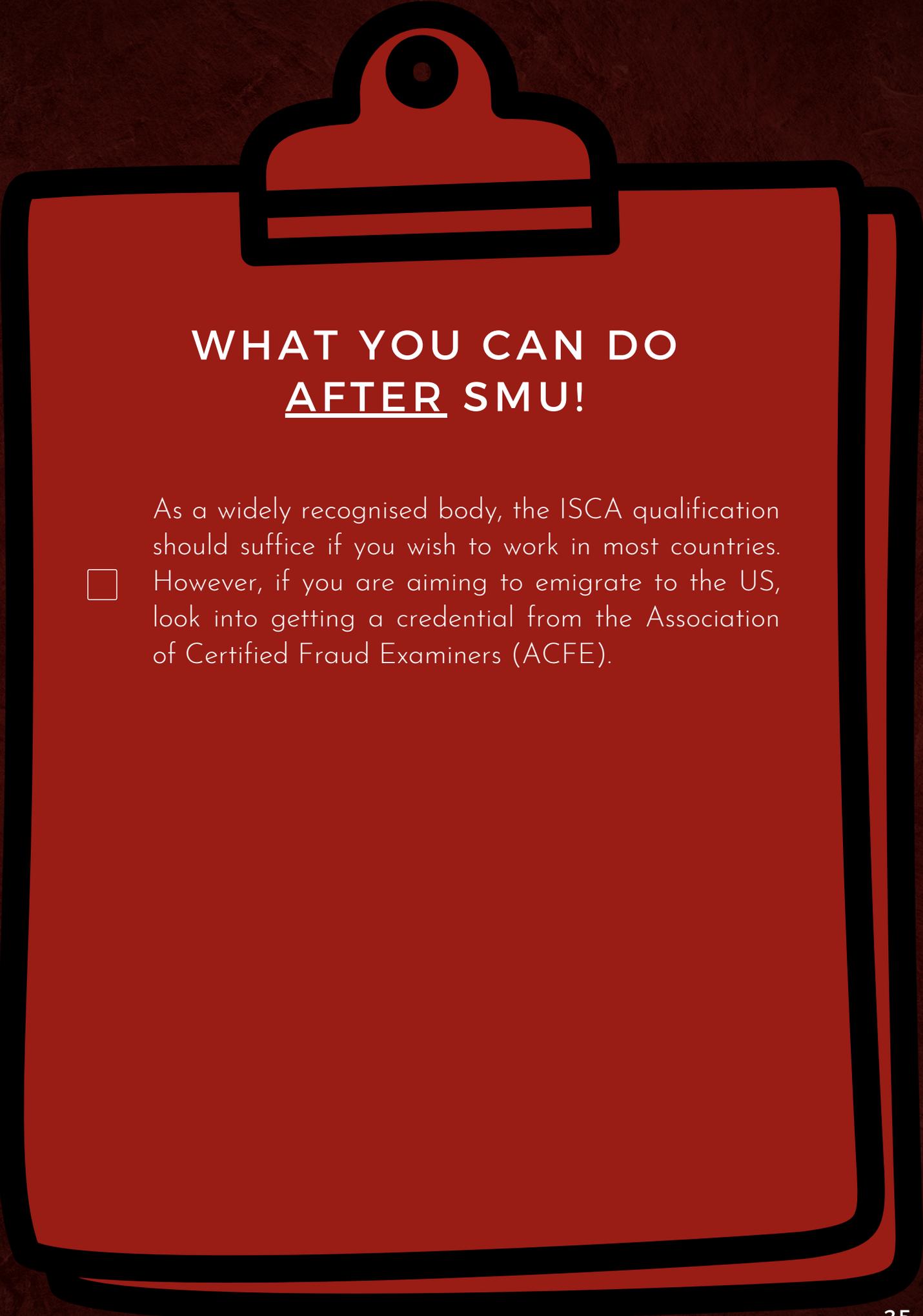
- Take up the ACCT426 Cyber Risk and Forensics Work-Study Elective (WSP). Out of the three 2nd Major electives you need to take up, prioritise IS111 Introduction to Programming and CS440 Foundations of Cybersecurity. This, combined with the 6-month WSP with KPMG, provides a fantastic opportunity to experience Financial Forensics while also securing you a special certificate for completing the WSP in its entirety, raising your chances of entering the field as a graduate.

- Keep in mind that IS111 is a prerequisite for CS440, so plan your mods accordingly. Also, you can take CS440 concurrently with ACCT426. It is highly recommended that you take up the 6-month work-study programme in Year 3 Sem 2. However, final year students are also allowed to apply.

WHAT YOU CAN DO AFTER SMU!

- Pursue further qualifications in Financial Forensics to firm up your career choice. Join up as a member of the Institute of Singapore Chartered Accountants (ISCA) and take up the ISCA Financial Forensics Accounting (FFA) Qualification programme. This programme requires that you have completed your degree, and so cannot be taken concurrently with your degree.

- You can claim the ISCA Financial Forensics Professional (FFP) credential after completing the FFA Qualification programme, clearing its 4 exams and completing 3 years of work in Financial Forensics-related jobs. The exam fees range from \$214 to \$1,605 per exam, not including miscellaneous fees such as entrance fees. There are, however, ways to reduce your financial strain in pursuing the programme, by using your SkillsFuture Award, leveraging an NTUC membership to benefit from the UTAP programme or simply going through your employer.



WHAT YOU CAN DO AFTER SMU!

- As a widely recognised body, the ISCA qualification should suffice if you wish to work in most countries.
- However, if you are aiming to emigrate to the US, look into getting a credential from the Association of Certified Fraud Examiners (ACFE).

FEATURED ORGANISATIONS



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YOUR
POTENTIAL**

**OWN THE
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DISCOVER
YOUR
POTENTIAL

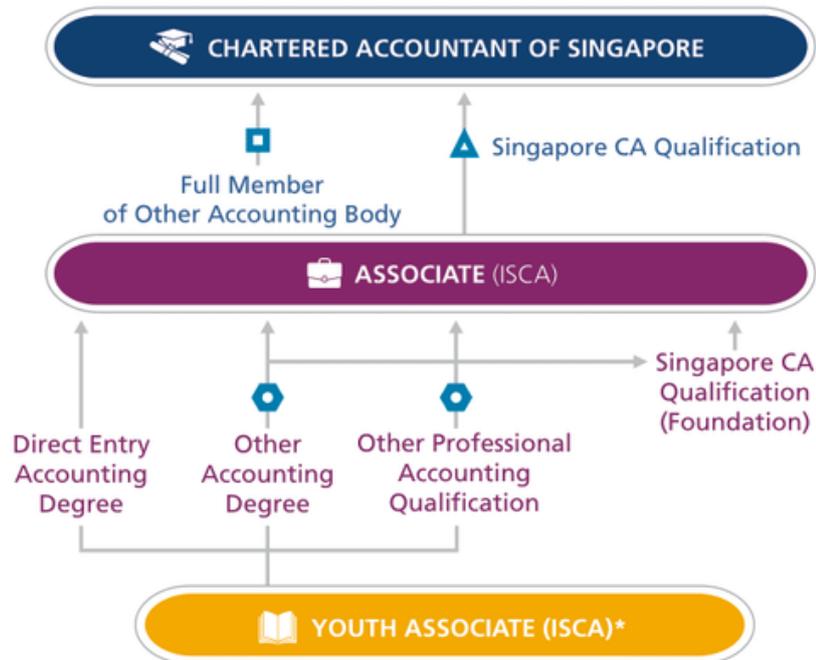
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FUTURE

BE A CLASS
ABOVE
THE REST

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◆ Subject to assessment of application

▲ Candidates must fulfil entry requirements of Singapore CA Qualification

■ Subject to Reciprocal Membership Agreements

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Internship programme

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	Opportunities	Period	Remarks
1	Assurance	<ul style="list-style-type: none">• November to March• March/April	Must be able to commit for at least 3 months
2	Business Risk Advisory	All year round	able to commit at least 3 months
3	Compliance	All year round	able to commit at least 3 months

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- Senior Associates
- Manager positions

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- Associates
- Senior Associates

3. Compliance:

- Associates/Senior Associates (with Capital Governance)

4. Technology Advisory:

- Associates
- Manager

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