



# WILL AI REPLACE ME?

## Administrative and Financial Assistant

### Business Support

Administrative and financial assistants could potentially witness a significant optimization of the majority of their tasks, including administrative tracking, budgeting, and particularly document processing and archiving, through AI.

These inherently routine and data-driven tasks are well-suited for automation, indicating a substantial potential for productivity enhancement in this profession.

Automation degree: 66,67%

Strong impact of AI on this Position



## Main tasks

This section reviews the 3 main tasks associated with the job studied and assesses the potential level of automation induced by AI (« **AI Automation Impact** »). The modeling uses 8 criteria detailed on the « **Methodology** » page.

| Tasks   | AI Automation Impact |
|---|----------------------|
| Ensure administrative follow-up of financial and accounting files | High                 |
| Participate in the preparation and monitoring of budgets          | High                 |
| Process, classify, and archive accounting and financial documents | Very High            |

## Impact on skills

### At-risk Skills ↓

|                              |  |
|------------------------------|--|
| Data Entry                   | With the evolution of OCR (Optical Character Recognition) and automation systems, manual data entry is progressively being replaced. |
| Physical document management | The trend is towards dematerialization. Companies are increasingly turning to digital solutions to store and archive documents.      |

### Future-proof Skills ↑

|                       |  |
|-----------------------|--|
| Financial Analytics   | The ability to understand and interpret financial data will always be essential, as it requires a combination of technical knowledge and judgment.   |
| Ethics and Compliance | Ensuring that the company operates ethically and in compliance with regulations is vital. This area requires constant monitoring and updating of knowledge, as regulations and standards can evolve. |

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