

Junior Staff talent standard  
Global Tax & Legal  
Business Process Solutions

**Leadership Capabilities**

Capability	Description
<b>Living Our Purpose</b>	Builds own understanding of our purpose and values; explores opportunities for impact
<b>Talent Development</b>	Demonstrates strong commitment to personal learning and development; acts as a brand ambassador to help attract top talent
<b>Performance Drive</b>	Understands expectations and demonstrates personal accountability for keeping performance on track
<b>Influence</b>	Actively focuses on developing effective communication and relationship-building skills
<b>Strategic Direction</b>	Understands how their daily work contributes to the priorities of the team and the business

**Core Professional and Technical Capabilities**

Capability	Description
<b>Laws and Rules</b>	Develops knowledge of current legislation across the Global Tax and Legal function
<b>Delivery Excellence</b>	Recognizes the key capabilities required to deliver a high quality service experience to the client
<b>Analytical Thinking and Problem Solving</b>	Collects, assimilates, and analyzes data and uses standard processes and tools to help surface and support solutions in the Tax and Legal business
<b>Technology Tools and Solutions</b>	Applies technology knowledge to address client business challenges

**Service Line Technical Capabilities**

Capability	Description
<b>Finance &amp; Accounting</b>	Operates finance and accounting solutions that strengthen compliance and improve efficiency
<b>Payroll</b>	Supports payroll solutions through applying leading practices, researching regulations, and performing technical analyses
<b>Technology</b>	Builds and applies Technology knowledge (e.g., ERP, Analytics, Robotics) to address client business challenges