

## Competency Models Fit for the Job

### The Most Comprehensive Competency Libraries You Will Find

Defining competencies and building competency models from new may be the ideal but it can be an expensive and time-consuming exercise. Focus on implementing and adopting competencies in your workforce by tailoring these off-the-shelf competency models to suit your needs.

Each industry competency model contains:

- Job Families
- Job Profiles and Descriptions
- Function and Behavioural competencies
- Proficiency Levels with Behavioural Indicators
- Learning References
- Development Goals
- Coaching Tips
- Feedback Writing Assistance
- Interview Questions

### Competency-based Applications

The competency models will help you create a foundation for an integrated competency-based strategy for Talent Management, including:

- Development Planning
- Performance Management
- Succession Planning
- Learning and Development
- Career Development and Engagement
- Pay-for-performance
- Assessment
- Recruitment and Selection

Banking and Financial Services    **Consulting**  
**Manufacturing**    Customer Relationship Management  
 High Tech Hardware    **Insurance**    **IT**    Retail  
**General Corporate Functions**  
**Healthcare**    Real Estate    **High Tech Software**  
 Education    **Media and Publishing**  
**Leadership**    **Energy**    **Construction**

Business Competencies
Business Tools
Individual Competencies
Management Competencies
Technical - Audit and Compliance
Technical - Administration
Technical - Banking and Financial Services
Technical - Corporate Communications
Technical - Customer Support
Technical - Finance and Accounting
Technical - Human Resources
Technical - Legal Services
Technical - Marketing
Technical - Purchasing
Technical - Research and Development
Technical - Sales
Technical - Training and Development

Competency Categories

<b>1. Basic Understanding</b>	<ul style="list-style-type: none"> <li>▶ Discusses the purpose and value of accurate financial reports.</li> <li>▶ Describes basic methods for financial report writing.</li> <li>▶ Identifies basic financial report-writing tools.</li> <li>▶ Utilizes the major financial reports used by the organization.</li> </ul>
<b>2. Working Experience</b>	<ul style="list-style-type: none"> <li>▶ Uses basic tools to create simple financial reports.</li> <li>▶ Successfully follows organizational methods and procedures for financial report writing.</li> <li>▶ Meets organizational standards for financial report writing.</li> <li>▶ Discusses the consequences of errors or inaccuracies in financial reports.</li> <li>▶ Utilizes practices and guidelines for product profitability reporting.</li> </ul>

Competencies Proficiency Levels and Indicators (actual scale from 1 to 4)

**ACCOUNTANT**

Job ID: FN-5ACC

**JOB DEFINITION**

Provides timely and accurate financial record keeping and reporting as directed by management.

**RESPONSIBILITIES**

Maintains financial records in accordance with GAAP and organizational standards.  
 Creates reports on financial performance for internal and external use.  
 Performs balance sheet and P&L reconciliations.  
 Creates and utilizes automated tools for the updating, analyzing and reporting of consolidated financial results.

**JOB FAMILY**

**Finance and Accounting**  
 Accounting, budget planning and control, cash management, treasury, and tax handling functions

**JOB BAND**

**Team Leadership; Technical Professional**  
 Difficult technical tasks; Implementation experience; Self-sufficiency; Small project responsibility; Technical supervision

**JOB FOCUS**

**Mostly Technical**  
 Focus on technical activities that require special

ACCOUNTANT		
Competency	Level	Competency Description
Knowledge of Organization	2	Awareness and knowledge of and insight
Operational Functions	1	Knowledge of major functional processes
Quality Management	2	Knowledge of quality management meth
Effectiveness Measurement	1	Ability to measure the quality and quanti
Service Excellence	2	Knowledge of customer service concepts

*Job Descriptions*

*Job Competency mappings*

*How do you decide who to delegate tasks to?  
 What challenges have you faced after delegating tasks?*

*Interview Questions*

**About Lexonis**

Lexonis delivers software, competency data, workshops and consulting services to help organizations to assess, analyze, develop and utilize employee skills and competencies. We recognize that competencies are at the heart of any significant and enduring improvement in business performance.

Lexonis brings together three vital elements: high quality competency data, tools that bring the data to life and the expertise to successfully implement competency-based Talent Management solutions.

**Contact  
 CJHNetwork**

**Phone: +353 (0)18457177**  
**Mobile: +353(0)864674442**  
**Email: [chrisingilson@cjhnetwork.ie](mailto:chrisingilson@cjhnetwork.ie)**  
[www.cjhnetwork.ie](http://www.cjhnetwork.ie)  
[www.lexonis.com](http://www.lexonis.com)



Planning + people + process  
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