



## **Payroll Apprentice**

**1 Year Contract - Full Time - 37 hours per week**

**Grade 3 - 4 (Depending on experience)**

### **SALARY:**

**Grade 3 £17,007 - £17,391 per annum**

**Grade 4 £17,681 - £18,319 per annum**

(Please note that all salaries are subject to job evaluation)

South Wales Fire & Rescue Service is one of the leading Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Port Talbot, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 49 fire stations across the Service area and our Headquarters is based in Llantrisant.

Currently we have a diverse and challenging opportunity for a Payroll Apprentice to join our busy payroll team. This position would ideally suit someone who is interested in a career in payroll. You will be trained in various aspects of payroll and administration and work alongside colleagues to deliver a committed and professional payroll service. This fantastic opportunity will offer the successful candidate an opportunity to study The Chartered Institute of Payroll Professionals (CIPP) qualification.

This is an excellent opportunity to develop a rewarding and successful payroll career. You don't need previous experience within a payroll environment, as we will provide you with all the training and development you need. We are looking for someone who is keen to work within a fast paced environment, well organised and has an aptitude for numbers. Welsh language skills are desirable but not essential for this post.

There is the possibility, once qualified, for the right candidate to become permanent, moving into a Payroll Officers role, after the first year. The candidate must be able to commit to completing a CIPP qualification, one day a week, whilst fulfilling the apprenticeship role. Full study support will be provided by the Service.

For further details please contact Clare Smith, Payroll Manager on 01443 232078 or Kim Jeal, Accountant (People Service) on 01443 232189. Alternatively you can email us at [c-smith@southwales-fire.gov.uk](mailto:c-smith@southwales-fire.gov.uk) or [k-jeal@southwales-fire.gov.uk](mailto:k-jeal@southwales-fire.gov.uk).

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us /Latest Vacancies page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk) The closing date for receipt of application forms is: **18/03/2019 at 12:00 mid-day**. Completed applications should be returned to: The Recruitment and Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) The date for the selection stage is to be confirmed.

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made.

This document is also available in Welsh. You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favorably.

**South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.**

