

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Payroll, Pensions and Budget Team - Human Resources
POST TITLE	Payroll Apprentice (1 year Apprenticeship)
POST NO	503024
GRADE	3 or 4 depending on experience
LOCATION	FSHQ

Essential criteria marked in **bold with an asterisk** * will be used for short-listing purposes. Please ensure you address these requirements in your Application. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Payroll related qualification or similar	Desirable	Application/ Interview
Knowledge/ Experience	Basic experience of working in an administrative role.*	Essential*	Application/ Interview*
	Experience of working in a Payroll Environment	Desirable	Application/ Interview
	Experience of Microsoft Office Package i.e. Outlook, Excel, Word and PowerPoint	Essential*	Application/ Test /Interview*
	Ability to communicate through the medium of Welsh.	Desirable	Interview
Personal Style	Ability to work in full compliance with confidentiality policies and procedures.	Essential	Application/ Interview
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Interview
	Ability to maintain a confident and resilient attitude in challenging situations*	Essential*	Application/Interview*
Interpersonal	Ability to communicate effectively both orally and in writing.	Essential*	Application/ Interview*
	Be able to demonstrate commitment to this role and the undertaking of a further qualification (500 words on what interests you about this role and why you are committed to learning)*	Essential*	Application /Interview*
Task	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.	Essential*	Application/ Interview*
	Ability to understand, recall, apply and adapt relevant information in an organised and systematic way.	Desirable	Interview