

Gwasanaeth Tân ac Achub  
De Cymru



South Wales  
Fire and Rescue Service

## CORPORATE SERVICES DIRECTORATE - FINANCE & PROCUREMENT

### PROCURE TO PAY ASSISTANT REF: NU268

**GRADE 5, SALARY: £19,554- £19,945 per annum (pro rata)**  
(Permanent. Subject to job evaluation)

**37 HOURS PER WEEK**  
(flexible working scheme)

A permanent full time position for a **Procure to Pay Assistant** has arisen within Procurement section of the Finance, Procurement and Property Department based at Fire Service Headquarters, Llantrisant. We are a family friendly organisation and a flexible working system is in operation.

The successful candidate's main role will be sourcing and processing orders for goods and services in line with contract standing orders. The sourcing will involve obtaining verbal and written quotes from suppliers, processing arrangements for rail travel, accommodation, including international events as required by the service.

The successful candidate will also create and amend supplier records and process invoices in line with policies and procedures.

Welsh language skills are desirable but not essential for this post. All documentation is available in both in English and in Welsh and we welcome communication in either language. There may be travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

For an informal discussion regarding the role, please contact Lee Bunkham on 01443 232090 or via e-mail [l-bunkham@southwales-fire.gov.uk](mailto:l-bunkham@southwales-fire.gov.uk).

The successful candidate will be subject to a satisfactory Disclosure & Barring Service basic criminal record check and be required to undertake a Drug and Alcohol Test prior to an appointment being made.

Completed applications should be returned to: The Recruitment and Assessment 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 closing date for receipt of application forms is **17<sup>th</sup> May 2019 at 12 noon**. The dates of the Selection Process are to be confirmed.

**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.**

