



FINANCE APPRENTICESHIP

(3 year fixed term contract, September 2021 - end of August 2024)

GRADE 1

SALARY: £17,842 per annum

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

Are you interested in starting a career in Finance? Are you enthusiastic, organised and interested in getting paid work experience whilst obtaining recognised qualifications? This is a 3 year position in which you will undertake financial activities based at our Headquarters in Llantrisant.

The Apprenticeship will give you the opportunity to:-

- Gain experience with a reputable employer in a large organisation
- Develop work related skills that will increase your employment possibilities for the future
- Achieve AAT Accounting Qualifications, Levels 2, 3 and 4

This Apprenticeship is all about giving you the opportunity to develop valuable work related skills and experiences. We are committed to helping you get ahead. We recognise that starting a new job can be both exciting and daunting, we will assist each new apprentice by providing:-

- An Induction, designed to help you get to know and understand how we work
- A range of work experiences within your area of specialism
- A Mentor, to provide support as you progress through your Apprenticeship
- Guidance on applying for Jobs and competing within recruitment processes

The benefits of working with us include:-

- On-site gym facilities
- Local Government Pension Scheme
- Free car parking on-site
- Access to the Services benefits and welfare schemes
- 25 days annual leave plus bank holidays

Candidates who wish to be considered:-

- Cannot already hold a higher or conflicting qualification in the same subject area
- Cannot be undertaking any other government funded qualification

Welsh Language Skills: We are committed to being able to support the rights of Welsh speakers to receive quality services through the medium of Welsh and as such it is desirable that the successful candidate can speak Welsh and is willing to do so within their day to day work.

All employees of the Service are required to observe and promote the Service's **Core Values:**

**Professional
Caring
Respectful**

**Dedicated
Trustworthy
Dynamic**

**Disciplined
Resilient**

An Application Form, Job Description and Person Specification can be downloaded from the Working with Us / Latest Vacancies page of our website at www.southwales-fire.gov.uk Please note we do not accept CVs.

The closing date for receipt of applications is **12:00 midday on 02/08/2021**. Interview date to be confirmed. 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

Job Applications during COVID-19 Pandemic

Applications should be submitted by email or post in the first instance, to minimise persons entering Head Quarters. Please ensure that you apply sufficient postage for the size and weight of your Application and allow extra time as postal services are currently under significant pressure.

To safeguard our Staff and Job Applicants we have made adjustments to our Recruitment processes and will be using E-mail, Telephone, Internet and Video Link to communicate with our applicants, hold Interviews and Assessments and carry our Pre-employment Checks. Candidates will be updated on the progress of their Applications at the Shortlisting, Selection and Pre-employment stages.

For further information please refer to our **COVID19 webpage**.

We thank you for your patience and co-operation at this very challenging time.

The Recruitment and Resourcing Team

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

All documentation is available in both Welsh and English and we welcome communication in either language. Applications 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.