

# **SOUTH WALES FIRE AND RESCUE SERVICE**

## **JOB DESCRIPTION**

<b>Department</b>	Finance
<b>Post</b>	Finance Apprentice
<b>Grade</b>	1
<b>Location</b>	South Wales Fire & Rescue Service Headquarters

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

### **MAIN PURPOSE OF THE POST**

To support the provision of a quality and professional Finance service to the South Wales Fire & Rescue Service.

Alongside their day to day work, the post holder will be expected to achieve the AAT series of Accounting qualifications during the three year Apprenticeship:

- AAT Foundation Certificate in Accounting Level 2
- AAT Advanced Diploma in Accounting Level 3
- AAT Professional Diploma in Accounting Level 4

### **DUTIES AND RESPONSIBILITIES**

1. To provide Finance administrative support which includes:-

- Receipting and banking cash
- The administration of petty cash for Headquarters
- Station based, monthly petty cash reconciliation
- Supporting supplier payments
- Data entry in Finance Systems
- Gathering data and presenting in an electronic format
- Generating Invoices, Credit Notes etc.
- Providing administrative support for Debt Collection
- Supporting the annual stock take
- Supporting administrative returns

2. To successfully complete AAT Accounting Qualifications Levels 2, 3 and 4 within the required timescales, during the three year Apprenticeship.

Date JD Amended: May 2021 by D Howell

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3. To undertake development opportunities co-ordinated as part of the Apprenticeship scheme.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

### **Please Note:-**

Candidates who wish to be considered cannot already hold a higher or conflicting qualification in the same subject area or be undertaking any other government funded qualification.