

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Finance
POST TITLE	Finance Apprentice
GRADE	1
LOCATION	South Wales Fire & Rescue Service Headquarters

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

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	GCSE Grade C or Above in English and Mathematics OR Essential Skills Level 2 in Communication and Application of Number*	Essential*	Application*
Knowledge/ Experience	Experience of using a range of Microsoft Office Packages, including Word and Excel* Ability to speak Welsh	Essential* Desirable	Application* Application
Personal Style	An understanding and respect for others* Ability to work in line with confidentiality policies and procedures	Essential* Essential	Application*/ Selection Selection
Intrapersonal	Ability to work effectively with others Commitment to self-development* Ability to communicate effectively both orally and in writing to a range of different audiences	Essential Essential* Essential	Selection Application*/ Selection Selection

Task	Ability to understand, apply and adapt relevant information in an organized, systematic way.	Essential	Selection
	Ability to adopt a conscientious and proactive approach to work to achieve excellent standards*	Essential*	Application*/ Selection

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

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.

Please note that where a candidate has yet to receive their GCSE results, they will be asked to produce projected grades.

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

This document is available in both English and Welsh and we welcome Communication, in both of these languages.

