

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Finance and Procurement - Accountancy
POST TITLE	Accountancy Assistant
POST NO	NU126
GRADE	7
LOCATION	Fire 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	AAT or Equivalent	Desirable	Application
	Studying towards AAT or equivalent	Essential*	Application & Selection*
Knowledge/ Experience	Relevant experience of: <ul style="list-style-type: none"> • working in a financial environment • computerised financial systems • budgeting processes • providing technical advice and training. 	Essential*	Application & Selection*
	Working knowledge of Microsoft applications.	Essential	Application & Selection
	Experience of treasury management practices	Desirable	Application
	Awareness and knowledge of Financial regulations and contract standing orders.	Desirable	Application
	Ability to speak Welsh.	Desirable	Application

Factor	Evidence	Essential/ Desirable	How Identified
Personal Style	Ability to maintain a confident and resilient attitude in highly challenging situations ie An ability to work within strict deadlines with competing priorities.	Essential*	Application & Selection*
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive/confidential information that is presented.	Essential	Selection
Intrapersonal	Ability to communicate financial information effectively both orally and in writing to a wide range of audiences*	Essential*	Application & Selection*
Task	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions*	Essential*	Application & Selection
	Ability to create and implement effective plans to deliver a range of organisational objectives.	Essential	Application & Selection

This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

