



PAYROLL APPRENTICE

1 Year Contract

Post Reference: 503024

Grade 4: SALARY £21,575 - £21,968 per annum

37 hours per week

South Wales Fire & Rescue Service is one of the leading Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Kenfig Hill, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 47 Fire Stations across the Service area and our Headquarters is based in Llantrisant.

Currently we have a diverse and challenging opportunity for a Payroll Apprentice to join our busy payroll team based in our Fire Service Headquarters, Llantrisant. This position would ideally suit someone who is interested in a career in payroll. You will be trained in various aspects of payroll and administration and work alongside colleagues to deliver a committed and professional payroll service. This fantastic opportunity will offer the successful candidate an opportunity to study The Chartered Institute of Payroll Professionals (CIPP) qualification. This is an excellent opportunity to develop a rewarding and successful payroll career. You don't need previous experience within a payroll environment, as we will provide you with all the training and development you need.

We are looking for someone who is keen to work within a fast-paced environment, and who is well organised and has an aptitude for numbers. There is the possibility, once qualified, for the right candidate to become permanent, moving into a Payroll Officers role, after the first year. The candidate must be able to commit to completing a CIPP qualification, one day a week, whilst fulfilling the apprenticeship role. Full study support will be provided by the Service. We are a family friendly organisation, and a flexible working system is in operation. Welsh language skills are desirable but not essential for this post.

The successful candidate 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.

For further details please contact Clare Smith, Payroll Manager on 01443 232078. Alternatively, you can email Clare at c-smith@southwales-fire.gov.uk

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/> If a paper version is required, please email: personnel@southwales-fire.gov.uk

The closing date for receipt of application forms is **05/04/2023 at 12:00 midday**.

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 favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

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.

