

**SOUTH WALES FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Payroll
<b>POST TITLE</b>	Payroll Apprentice (1 year Apprenticeship)
<b>POST NO</b>	503024
<b>GRADE</b>	4
<b>LOCATION</b>	FSHQ

Essential criteria marked in **bold with an asterisk \*** will be used for short-listing purposes. Please ensure you address these requirements in your application. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	Payroll related qualification or similar	Desirable	Application/ Interview
<b>Knowledge/ Experience</b>	<b>Basic experience of working in an administrative role. *</b>	<b>Essential*</b>	<b>Application/ Interview*</b>
	Experience of working in a Payroll Environment	Desirable	Application/ Interview
	<b>Experience of Microsoft Office Package i.e., Outlook, Excel, Word and PowerPoint</b>	<b>Essential*</b>	<b>Application/ Test /Interview*</b>
	Ability to communicate through the medium of Welsh.	Desirable	Interview
<b>Personal Style</b>	Ability to work in full compliance with confidentiality policies and procedures.	Essential	Application/ Interview
	Ability to embrace and value diversity and demonstrates a fair and ethical approach in all situations.	Essential	Interview
	<b>Ability to maintain a confident and resilient attitude in challenging situations*</b>	<b>Essential*</b>	<b>Application/Interview*</b>
<b>Interpersonal</b>	<b>Ability to communicate effectively both orally and in writing.</b>	<b>Essential*</b>	<b>Application/ Interview*</b>
	<b>Be able to demonstrate commitment to this role and the undertaking of a further qualification (500 words on what interests you about this role and why you are committed to learning) *</b>	<b>Essential*</b>	<b>Application /Interview*</b>
<b>Task</b>	<b>Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards.</b>	<b>Essential*</b>	<b>Application/ Interview*</b>
	Ability to understand, recall, apply and adapt relevant information in an organised and systematic way.	Desirable	Interview

