



JOIN US

FINANCIAL ACCOUNTANT APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub
De Cymru**

**South Wales
Fire and Rescue Service**

RAISING AWARENESS - REDUCING RISK

WHO WE ARE

“Compassion to Care, Courage to Act”

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make South Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services.

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

ROLE PROFILE

Please apply by: 27/06/2025 by 12 midday

An exciting opportunity has arisen within the Finance, Procurement & Property department based at Fire Service Headquarters. We are looking for a Financial Accountant to join our vibrant team and play a key role in developing our financial strategy and maintaining financial control.

The successful candidate will be a qualified CCAB member e.g. CIPFA, CIMA, ACCA or equivalent and be responsible for monitoring and reporting the annual capital budget, i.e. £19 million for 2024/25, and a key player in the preparation of the annual statement of accounts. Expertise in the areas of budget management and financial control are essential in the provision of information and advice to support decision making. The postholder will also play a key part in the continuous development and improvement of accountancy processes and systems required to adapt to an ever-changing public sector environment.

Strong analytical and problem-solving abilities are essential in addition to a keen team ethic to support the work of the finance team, stakeholders and senior leaders.

In recognition of the competitive job market, an additional market supplement of up to £5,307 may be available for exceptional candidates, depending on experience, skills, and qualifications. This will be discussed as part of the selection process.

This role may require travel between sites throughout the South Wales area and so the successful candidate must be able to travel independently, and a driving license check will be required.

- **Contract: Permanent**
- **Grade: 14**
- **Salary: £43,693 - £44,711 per annum**
Potential Market Supplement: Up to £5,307 per annum
(subject to experience and qualifications)
- **Hours of Work: 37**
- **Job Ref: NU124**
- **Location: Fire Service HQ**

JOB DESCRIPTION

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.

Responsible to: Senior Accountant

Responsible for: Finance Technician, Accountancy Assistant, Finance Apprentice

MAIN PURPOSE OF THE POST

To play a crucial role in maintaining the financial health and efficiency of South Wales Fire and Rescue Service (SWFRS), supporting both day-to-day operations and long-term strategic goals.

This role is a blend of traditional capital and financial accounting, treasury, with specialised responsibilities relating to financial, banking and payment systems.

Capital Accountancy

- Develop and maintain capital investment plans including identifying funding sources and arrange the prioritisation of projects.
- Prepare and manage the annual capital budget, to include cost forecasts, schedules and coordinate with stakeholders to ensure alignment with strategic priorities.
- Monitor the implementation of capital projects, ensuring adherence to budgetary constraints, and provide regular information to stakeholders to assist decision making.
- Monitor budget performance and provide variance analysis in the preparation of regular Board level reports.
- Support the cyclical revaluation programme and organise the annual impairment review of assets in collaboration with internal property professionals.
- Conduct option appraisals to evaluate potential asset purchases, assessing financial viability, risks, and strategic alignment to ensure informed decision making.

- Maintain asset registers, control all changes i.e. acquisition, disposal, revaluation, and depreciation, and have oversight of the asset circulation process.

Treasury Operations

- Maintain adequate liquidity to meet financial obligations, i.e. operational and capital funding needs.
- Arrange the investment of surplus funds in accordance with the Treasury Management Strategy and Scheme of Delegations.
- Assist in managing the debt portfolio, overseeing arrangements to monitor debt and interest payments.
- Responsible for the Services' banking arrangements, including contractual and relationship management.

Financial Accounting

- Actively support the closure of accounts process and the preparation of the statutory statement of accounts by taking responsibility for the completion of relevant statements and disclosures contained within.
- Ensure compliance with relevant accounting standards (e.g. IFRS), regulations, and CIPFA Codes of practice.
- Co-ordinate with auditors during the statutory audit and completion of the internal audit plan to ensure compliance and successful opinions.
- Responsible for dealing with HMRC on aspects of VAT and tax, overseeing accurate completion of relevant returns within deadline.

System Duties

- Responsible for the financial accounting system, ensuring functionality and integration with internal systems, i.e. payroll, procurement, banking and finance.
- Facilitate ongoing maintenance and support for users, liaise with system providers and internal stakeholders for effective upgrade, backup and security.
- Maintain the integrity of financial data within the system to include overseeing periodic routines and the chart of accounts reflects Service reporting requirements.
- Identify and evaluate opportunities to automate financial processes, i.e. reconciliation, reporting and transaction processing.

- Ensure the security and confidentiality of financial data, particularly sensitive information relating to banking and payment transactions.

Supervisory Duties

- Assume supervisory responsibilities for the capital control team and to resolve operational and performance issues.
- Undertake annual Personal Reviews to ensure individual competency development supports the changing demands of a modern Fire and Rescue Service.
- Mentor the Finance Apprentice, liaise with approved training providers and devise internal training plan to support successful study outcomes.

General Duties

- Maintain and enhance internal controls over capital budgeting, treasury operations, and investment activities to safeguard funds.
- Provision of appropriate professional advice and guidance to internal stakeholders.
- To represent the Service on relevant working groups and forums.
- Develop departmental communications and provision of statistical and performance led indicators.
- To complete statistical returns as necessary.
- To develop, support and review annual departmental plans, ensuring objectives are achieved.
- Prepare management reports and information as required by the Head of Service and Senior Accountant.

In addition to the duties and responsibilities outlined above, the post holder will be required to:

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

PERSON SPECIFICATION

ESSENTIAL

- ✓ Qualified CCAB member (e.g. CIPFA, CIMA, ACCA, or equivalent) with relevant graduate qualification and/or equivalent knowledge or skill gained through experience.
- ✓ Proven experience in budgeting, financial control, analysis and reporting.
- ✓ Hands on experience with finance and banking systems, including administration and trouble shooting.
- ✓ Hands on experience in financial control ensuring the integrity of financial operations, compliance and accurate financial reporting.
- ✓ Practical experience of Microsoft Office packages with enhanced Excel skills and ability to analyse complex financial data.
- ✓ Strong commitment to ethical standards and continuous professional development.
- ✓ Collaborative mindset with the ability to work effectively as part of a finance team and cross functional teams.
- ✓ High level of integrity and professionalism in handling sensitive financial information.
- ✓ Proactive in promoting change, and the ability to seek opportunities to improved organisational effectiveness e.g. flexible and innovative in dealing with increasing demands and continuously changing work environment.
- ✓ Commitment to continuous self-improvement, including the willingness to seek feedback, engage in ongoing learning and proactively address areas for development.
- ✓ Strong self-discipline and self-motivation, demonstrating the ability to manage time effectively, prioritise, and maintain focus and productivity in a high-pressure environment.
- ✓ Strong analytical and problem-solving abilities, with a focus on detail and accuracy.
- ✓ Excellent written and verbal communication skills, with the ability to present financial information

DESIRABLE

- ✓ ACT Certificate in Treasury Management / International Cash Management, i.e. CertICM
- ✓ Experience of the annual closure of accounts process, statutory financial reporting requirement and fixed asset management.
- ✓ Experience of local government finance (or similar size organisation), accounting practices and legislative requirements.
- ✓ Proficiency in using financial software and systems. Oracle, SAP, or similar ERP systems.
- ✓ Understanding of treasury management practices, including cash management, debt management and investment strategies
- ✓ Supervisory experience and ability to plan and organise other workloads.
- ✓ Ability to communicate in Welsh

THE **APPLICATION** PROCESS

Candidates should attach an up-to-date CV and complete our shortlisting evidence form. This should address the questions below with a response that doesn't exceed 500 words per question (eg Maximum 2000 Words)

Question 1: Please outline how you meet the eligibility criteria set out in the person specification set out above

Question 2: Please describe your experience in budgeting, financial control, analysis and reporting

Question 3: What experience do you have of financial control and ensuring the integrity of financial operations, compliance and accurate financial reporting.

Question 4: Can you describe a time where you have worked effectively as part of a finance team and across functional teams which shows you have a collaborative mindset.

****Please note that due to the high volume of applications received, we are unfortunately unable to offer individual feedback at this early stage of the selection process.**

When answering the above questions, consider using a method such as STAR

This is a useful way to describe past experiences and to structure an answer by considering the **S**ituation, **T**ask, **A**ction and **R**esult to clearly showcase your accomplishment.



HOW TO APPLY

External Applicants

Please log in to our website at: www.southwales-fire.gov.uk/working-with-us/latest-vacancies

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at recruitment@southwales-fire.gov.uk or call us on 01443 232200 and we will endeavour to help as quickly as possible.

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.

ADDITIONAL INFORMATION

External Recruitment Checks

All external candidates will be subject to the following recruitment checks prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) checks.
- Right to work checks.
- Medical, health and fitness checks.
- No current disciplinary warnings (Operational)
- Driver licence checks.
- Reference checks.
- Some roles may require security clearance level of vetting.

The NFCC Core Code of Ethics

PUTTING OUR COMMUNITIES FIRST: We put the interest of the public, the community and service users first.

INTEGRITY: We act with integrity, including being open, honest and consistent in everything we do.

DIGNITY AND RESPECT: Making decisions objectively based on evidence, without discrimination or bias.

LEADERSHIP: We are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

EQUALITY, DIVERSITY & INCLUSION: We continually recognise and promote the value of EDI both within the SWFRS and the wider communities that we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

This is the foundation for the values we hold at South Wales Fire and Rescue Service and will help us to create an environment that is welcoming, tolerant and safe, with no place for inappropriate behaviours and actions that threaten, disrespect or intimidate others



BENEFITS

Annual Leave – A generous annual leave allowance.

Employee Assistance Programme – The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

Vivup – Award winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- **Cycle to work scheme**
- **Tusker car scheme**
- **Home and electronics discount**
- **Lifestyle Savings**

Flexi Time – Corporate staff are able to work flexi time. With core hours of 10am – 12pm and 2pm – 3pm; you can complete the balance of your hours anytime between 7am and 7pm.

Learning & Development – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new skills.

Gym - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

Health and Fitness Advisors - Our Health and Fitness Advisers monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

Firefighters' Charity - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

Car Parking – SWFRS does not charge for car parking at any of its sites.

Occupational Health – The Occupational Health Unit aims to maximise the health and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the environment.

Pension – Support staff are eligible to join the Local Government pension scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

Sports and Social – Our sports and social section brings together employees from across departments. Photography, skiing, rambling, cycling, football, rugby, surfing and golf are just some of the shared interests.

Welsh Courses – South Wales Fire and Rescue Service recognize the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.

Disability Confident – We are proud to be a certified Disability Confident Committed Employer





South Wales Fire and Rescue Service

Recruitment & Retention Team

Fire Service Headquarters

Forest View Business Park

Llantrisant

CF72 8LX

Recruitment Line – 01443 232200

recruitment@southwales-fire.gov.uk



www.southwales-fire.gov.uk/working-with-us