



JOIN US

ACCOUNTS PAYABLE MANAGER APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub
De Cymru**

**South Wales
Fire and Rescue Service**

RAISING AWARENESS - REDUCING RISK

WHO WE ARE

COURAGE TO ACT, COMPASSION TO CARE

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.

Our vision

Working together as one team to be an outstanding Fire and Rescue Service, protecting South Wales today, ambitiously innovating for tomorrow.

Our mission

To serve our communities, by reducing risk and responding to emergencies.

Our values

We developed in extensive consultation with our people, give us the agreed framework for **US** to serve and protect **OUR** communities effectively in South Wales. They are **Compassion, Courage, Respect, Integrity** and **Excellence**.



We act with **compassion**



We approach situations with moral and physical **courage**



We **respect** each other, our partners and the public we serve



We act with **integrity**



We aim for **excellence** in all that we do

ROLE PROFILE

Please apply by: Friday 25th July 2025 by 12pm noon

An exciting opportunity has arisen within the Finance, Procurement & Property Department based at Fire Service Headquarters, Forest View Business Park, Llantrisant for the role of Accounts Payable Manager.

The successful candidate will be responsible for ensuring the Service has robust procurement and payment processes in place, providing advice and assisting with procurement practices to officers of the organisation. The candidate will also have responsibility for supervising the Procure2Pay (P2P) team acting as first point of contact for staff, providing advice, guidance and system administration of the EProcurement system and the provision of training.

Welsh language skills are desirable but not essential for this post.

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

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact Lee Bunkham, Senior Procurement Officer, by e-mailing l-bunkham@southwales-fire.gov.uk

- **Contract:** Permanent
- **Grade:** 10
- **Salary:** £36,124 - £37,035
- **Hours of Work:** 37
- **Job Ref:** 505984
- **Location:** South Wales Fire Service Headquarters, Llantrisant

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.

MAIN PURPOSE OF THE POST

To ensure robust payment processes are in place through regular monitoring and to provide advice on financial and procurement practices to officers of the organisation.

To research, develop and introduce proposals for improvement in our current Procurement to Pay processes.

DUTIES AND RESPONSIBILITIES

1. To supervise the unit to resolve operational and day to day issues to include but not limited to:
 - Holding regular team meetings
 - Setting standards of work and monitoring
 - Allocating and prioritising work when necessary
 - Ensuring that arrangements are in place for a seamless service to be provided to customers
 - Raising issues relating to P2P activities function via the suppliers help desk
 - Approving and monitoring leave requests for staff within the unit
 - Acting as mentor and first point of contact for the staff of the unit
2. Undertake all supervisory duties including, Performance Development Reviews, compliance with sickness procedures, performance management, capability and disciplinary procedures in respect of the Unit.
3. To be responsible for the process for ensuring prompt payment of invoices and to ensure that the target of all invoices are paid in line with the Service Key Performance Indicator.
4. To identify efficiencies through payment processes. To include the promotion and development of finance systems to increase the number of financial transactions performed electronically.
5. To prepare and submit monthly procurement activity report to the Service Performance Team including data extracted from the payment systems to undertake analysis of activities and assisting with category reviews including key performance indicators.

6. To check and authorise weekly BACS and cheque payments as and when required, ensuring audit trails are in place and segregation of duties is adhered to throughout the process.
7. Prepare reports as required by the Head of Service and Senior Procurement Officer and assist in the preparation and monitoring of business plans as appropriate.
8. To develop departmental communications; maintain and update departmental website, files, and databases; contribute to and support departmental initiatives.
9. To participate in inter-departmental, corporate working groups and meetings as directed and to liaise with other departments, public and other bodies and organisations as required.
10. To be responsible for the approvals of purchase orders in line with the CSO's for below threshold procurements.
11. Assist with below threshold procurement processes in line with the Services Contract Standing Orders and Procurement Procedures and ensure contractual compliance.
12. To provide advice and guidance to staff with respect to EProcurement and P2P issues and the provision of training and act as point of contact through the helpdesk telephone number.
13. To assist with the year end final accounts process, ensuring the verification of all aged orders, prepayments and accruals at the close of the financial year.
14. To ensure compliance with financial and procurement procedures and satisfaction through liaison with user departments and external contractors including approval to new and existing suppliers.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- **Professional**
- **Caring**
- **Respectful**
- **Dedicated**
- **Trustworthy**
- **Dynamic**
- **Disciplined**
- **Resilient**

All documentation is available in both English and in Welsh and we welcome communication in either language.

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

- ✓ HNC Business Studies (or equivalent) or significant experience in a relevant role.
- ✓ Experience of integrated financial ledger systems.
- ✓ Significant knowledge and understanding of procurement rules and procedures in line with applicable legislation.
- ✓ Experience of managing a team.
- ✓ Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel
- ✓ Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented
- ✓ Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.
- ✓ Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.
- ✓ Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness.
- ✓ Ability to lead, involve and motivate others both internal to the Fire & Rescue Service and external partners.
- ✓ Ability to communicate effectively both orally and in writing to a wide range of audiences.
- ✓ Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness.
- ✓ Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.
- ✓ Ability to create and implement effective plans to deliver a range of organisational objectives.

DESIRABLE

- ✓ Level 6 (or equivalent) in Purchasing & Supply.
- ✓ Experience of procurement exercises and wider activities, working on own initiative and as part of a wider project team in the Public Sector

You may want to include additional information here such as: N.B This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

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 your experience in utilizing and managing integrated financial ledger systems?

Question 2: Please tell us about your ability to lead, engage, and motivate both internal teams within the Fire & Rescue Service and external partner organizations?

Question 3: Please tell us about your ability to understand and apply relevant information effectively to make informed decisions that align with key priorities and organizational requirements?

Question 4: Please can you describe the ability to work in full compliance with organizational policies and legislative guidance while maintaining confidentiality and respecting sensitive information?

****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.**

STAR

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.

USE OF AI

We accept the use AI to structure your thoughts, and enhance your application if required, but please ensure the final application reflects your personal experience and skills

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