



All Wales Public Sector Finance Apprenticeship Programme

Recruitment Information Pack



Welcome from Helen MacArthur, Assistant Chief Fire Officer (Finance and Resources)



Helen MacArthur
Assistant Chief Fire Officer

Are you looking for an alternative to university but with the same long-term career prospects? Are you interested in a career in finance and accountancy? Then have a look at what the All Wales Public Sector Finance Apprenticeship Programme has to offer.

The All Wales Public Sector Finance Apprenticeship Programme has been designed to develop the next generation of finance leaders. It is expected that future leaders will face a very different set of challenges and we are offering a foundation level programme that will support you in developing the skills needed for our future finance leaders.

The programme is run in collaboration with other public sector bodies across Wales and will help you to achieve a highly recognisable Association of Accounting Technicians (AAT) finance qualification while working for the public sector. You will follow a three-year fixed-term apprenticeship programme working throughout the Finance Function at North Wales Fire and Rescue Service (NWFRS).

Who we are

At North Wales Fire and Rescue Service our purpose is to Prevent, Protect, and Respond.

The Service helps to protect an estimated population of 678,461 people over an area of 2,400 square miles as well as hundreds of thousands of tourists and visitors who come to North Wales every year.

The Service employs more than 850 staff in operational and support roles.

Annually we attend around 3,200 fires, around 600 Special Service Calls including road traffic collisions, and 500 other emergency incidents. We also attended around 2,300 false alarms of various kinds last year.

We carry out extensive work with schools, businesses and local communities to promote fire safety and prevention.

For more information about the Service please visit our website:

www.northwalesfire.gov.wales



NWFRS is a fun and friendly place to work, with an incredibly supportive culture and one where we're working hard to truly embed our values and behaviours in all that we do and how we do it. You can read more about our Core Values below.

Our Core Values



The Role

At North Wales Fire and Rescue Service, we all play our own role to help protect our communities. As a finance apprentice you'll be part of the finance team, using your number skills to help support staff working across North Wales to prevent, protect and respond. Fancy the challenge?

Following an approved apprenticeship programme you'll be learning and developing as you go, with the opportunity to work across various finance areas including payroll, budget monitoring, accounts payable and accounts receivable. You'll receive support and

coaching throughout your apprenticeship and access to further professional development opportunities.

In addition to this, you will have the opportunity to benefit from two 6 month secondments within other public sector bodies where you will be able to gain a greater breadth of direct knowledge and experience of public services in Wales, providing an excellent stepping stone for your career.

At the end of the apprenticeship programme, subject to the successful completion of the Association of Accounting Technicians (AAT) qualification and good performance, apprentices may have the opportunity to pursue further accountancy qualifications.



What we can offer you

- We'll give you training, support and guidance to develop your potential.
- A three year fixed term apprenticeship, working 37 hours per week worked on a Monday to Friday basis. However, we have lots of flexibility to support our staff in balancing their work and home lives.
- We offer 24 days annual leave each year plus public holidays and access to the Local Government Pension Scheme.
- We have a range of additional benefits such as cycle to work loans and access to discounts from hundreds of retailers and service providers. You will also be provided with a full uniform.

Please note: there is no guarantee of a permanent position at the end of the three-year scheme, however you will gain invaluable experience within public sector finance and development opportunities.

If you think you have the right skills for this position we want to hear from you. If you'd like an informal chat about the role before applying please call Helen Howard, Head of Finance or Katie Owen, Service Accountant on 01745 535250

Job Description

Post Title	Finance Apprentice
Department	Finance Department
Reports to	Payroll Manager
Location	Fire & Rescue Service Headquarters, St Asaph
Hours per Week	37
Grade	NW FRS 3 (£20,092 – £20,903 per annum)

Principal Duties and Responsibilities	
1	To attend and complete the AAT qualification.
2	Opportunity to take part in two 6-month secondments with other Wales Public Sector Bodies
3	Develop an understanding of how core financial accounting systems underpin and support financial and service management.
4	Involvement in the operation of financial systems and processes in compliance with current policies and regulations, including the accurate and timely close of monthly and year-end accounts in accordance with prescribed deadlines and to meet audit requirements.
5	Create reports to support the effective management and business decision making of the organisation
6	Observe and contribute to operational finance meetings within the finance function.
7	Work on own initiative, managing designated work in accordance with agreed timescales and to agreed standards.
8	Develop an awareness of the Fire Service and how the finance function can support the provision of Operational Services.

Person Specification

	Criteria	Essential	Desirable	Method of Assessment
Qualifications Knowledge & Experience	3 A-Levels (Grade A*-C) or equivalent	✓		Application Form *
	Minimum of 5 GCSEs (Grade A*-C) including Maths (B)	✓		Application Form *
Skills	Good analytical and problem-solving skills	✓		Interview / Assessment
	Good ICT skills, with the ability and willingness to learn new IT skills	✓		Interview / Assessment
	Highly numerate with good attention to detail	✓		Interview / Assessment
	Good written and spoken communication skills	✓		Application Form / Interview
	Good interpersonal skills – able to effectively work with others at all levels and develop working relationships with colleagues	✓		Application Form / Interview
	Good team working skills – active and enthusiastic but confident to work on your own	✓		Application Form / Interview
	Sound questioning and listening skills	✓		Interview / Assessment
	Good organisational skills, understanding the need for prioritisation	✓		Application Form / Interview
	Ability to speak Welsh		✓	Interview / Assessment
Other Relevant Requirements	An interest in pursuing a finance career in the public sector	✓		Application Form / Interview
	Enthusiastic and highly motivated	✓		Application Form / Interview
	Pro-active approach to your work with a willingness to learn	✓		Application Form / Interview
	Able to act on own initiative but knowing when to seek supervision and guidance from colleagues	✓		Application Form / Interview
	Self-aware and a role model for the values and behaviours	✓		Application Form / Interview
	Ability to work flexibly and if necessary, outside of normal office hours		✓	Application Form / Interview

*Evidence of qualifications will be requested and verified prior to confirmation of appointment

Welsh Language Skills

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

The Welsh language requirement of this post is a level 2 and the required skills are set out below. Ideally you will be able to demonstrate at least Level 2 Welsh on application, but you will not be disadvantaged if you do not already speak or understand Welsh, so long as you achieve Level 2 Welsh before the end of your probation period. Level 2 Welsh is about showing basic linguistic courtesy and being sensitive to the language and culture of Welsh speakers.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none">• Pronounce words in the language, place names, department names, etc.• Greet and understand a greeting.• Use basic everyday words and phrases, e.g. thank you, please, excuse me, etc.• Understand/pass on simple verbal requests of a routine/familiar/predictable kind using simple language, e.g. 'May I speak to... '.• State simple requests but ability to follow up with supplementary questions/requests is very limited.• Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information.• Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar.• Understand instructions when simple language is used.
Reading	<ul style="list-style-type: none">• Understand simple key words and sentences on familiar/predictable matters relating to own job area, e.g. on signs, in letters• Understand factual, routine information and the gist of non-routine information on familiar matters related to own job area e.g. in standard letters, leaflets
Writing	<ul style="list-style-type: none">• Fill in simple forms, note down simple information, e.g. date and venue of a meeting, an address• Write short simple notes/letters/messages on a limited range of predictable topics related to personal experiences or own job area

How to Apply

The application documents can be found on our website [here](#) and completed Application Forms should be submitted via email to hrdesk@nwales-fireservice.org.uk or contact the Recruitment Team on 01745 535281.

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

If you need us to consider a reasonable adjustment, please let us know in good time.

When completing your application, familiarise yourself with the Job Description and the Person Specification so you understand the role and what the essential qualifications, skills and attributes for the apprentice role are.

We are looking for how your studies and/or previous experience in work or outside interests makes you suitable to start a career as an AAT apprentice.

Please ensure you include evidence of:

- Your current qualifications meeting the minimum educational standard
- Why you are interested in pursuing a finance apprenticeship and what skills, experiences or behaviours you have that you think would make you suitable for the role. In your Personal Statement we want to find out about you.

Please note – the application form will be used to assess all applicants. Failure to complete the application in detail may result in your application not progressing to the assessment stage.

By applying for this post you are giving consent for information you provide during the application process to be shared with the Training Provider in order to check eligibility requirements for the AAT qualification.

Further information

If you have any questions regarding this apprenticeship or the recruitment process please email hrdesk@nwales-fireservice.org.uk

