



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

---

[mawwfire.gov.uk](http://mawwfire.gov.uk)



# Introduction

Dear Applicant,

Thank you for your interest in joining Mid and West Wales Fire and Rescue Service.

My vision is for our Service 'to be a world leader in emergency response and community safety.' Whilst we have a proud track record of achievement, we know that there is always room for improvement.

When people think of a career in the Fire and Rescue Service, they tend to think of Firefighters responding to emergency incidents, but it's not just Firefighters who make mid and west Wales a safer place.

Behind the operational scene, the Service has a large range of other posts within different departments which are either office based or in our workshops, and we employee people in professional, technical, and administrative roles.

Without corporate support functions in place to provide the systems, processes and technology, the Service would not be able to deliver the best possible service to our communities.

If you're looking for a career with variety, a challenge, and opportunities for progression, along with all the benefits you'd expect from a key public service organisation, then why not consider joining us in one of our specialist or administrative support functions.

Thank you and good luck



Roger Thomas  
Chief Fire Officer, *Head of Paid Service*





## EIN GWELEDIGAETH

I ddarparu'r Gwasanaeth gorau posibl i gymunedau canolbarth a gorllewin Cymru.

## OUR VISION

To deliver the best possible service for the communities of mid and west Wales.

#eichgtacgc

#yourmawwfrs



## BEHAVIOURS

- ✓ Be Accountable
- ✓ Be Respectful
- ✓ Demonstrate Integrity
- ✓ Be Impartial
- ✓ Be Ethical

## ENABLERS



Our people



Leadership and Management:  
Governance, decision making  
and continuous improvement



Financial  
Resilience



Corporate Social  
Responsibility

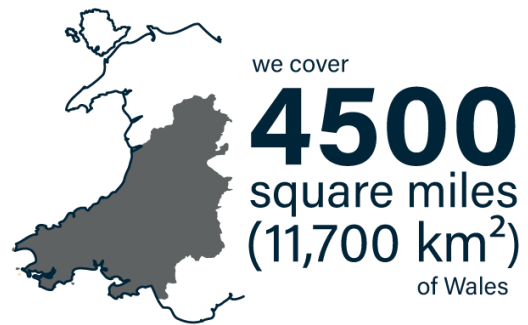


Digital and Information  
Communications  
Technologies Strategy



Partnerships and  
Collaboration

# About the Service



The Service was created in 1996 by the Local Government (Wales) Act 1994, following the merger of Dyfed, Powys and West Glamorgan Fire Brigades. Mid and West Wales Fire and Rescue Service covers the following County Council areas:



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council



Cyngor Sir Gâr  
Carmarthenshire  
County Council



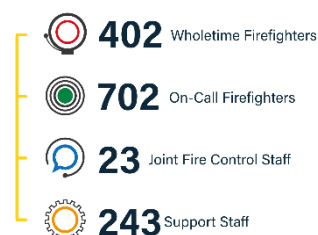
**Powys**

The Service makes up almost two-thirds of Wales, covering a predominantly rural area of 11,700 km<sup>2</sup> (4,500 square miles), with 650km of coastline. With its Headquarters in Carmarthen, the Service employs 1300 staff, with a little over a 1100 of those based in one of 58 stations spread across three Divisions. The Service has the third highest population sparsity in England and Wales and there are 900,000 people that live within our Service area. This number increases to over 2 million as a result of tourism through the summer months.

It is the third geographically largest Fire and Rescue Service in the United Kingdom, behind the Scottish and Northern Ireland Fire and Rescue Services. This in itself presents a range of different challenges.

There are a variety of risks found within the Service area, ranging from the petrochemical industries in Milford Haven, to the risks associated with heavily populated areas such as Swansea and Neath Port Talbot. There is also a large farming community and many other light industries throughout the area.

These, together with an extensive coastline and inland waterways, form some of the specialised risks found within the Service.





# Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future.



Competitive rates of pay - recently reviewed to ensure fairness across all roles; with annual increments to the top of your salary band, as you build knowledge and experience.



Local Government Pension scheme - A generous pension scheme, with the Service making a substantial contribution (currently 15.2%) to funding your retirement, as well as the option to increase your benefits by purchasing additional pension or investing in Additional Voluntary Contributions (AVC).



Generous Annual leave - 26 Days plus bank holidays, going up to 33 days after 5 years employment.



Flexi Scheme - Opportunity to flex your working hours to help accommodate life outside of work.



Free on-site parking



Cycle to Work



Staff Discount scheme



Health and Wellbeing

- Access to Blue Light Card discount scheme
- Car Leasing Salary Sacrifice scheme
- Let's Connect IT equipment loan scheme
- Subsidised canteen facilities
- Sports and Social Club
- Firefighters Charity



# A Working Environment Shaped by our Values

---

## **Committed to Equality and Diversity -**

Equality, diversity and inclusion is at the heart of what we do as a Service and are values which sit at the core of our organisational processes, practices and culture.

As a service, we are committed to identifying, understanding, and eliminating all barriers that prevent access to services, information, and employment.

The Service currently has a small number of internal employee networks / forums in place, which play an active role in:

- Championing issues for employees;
- Contributing to the organisation's diversity and inclusion agenda;
- Advising on policy development;
- Improving the work environment for employees



## **Committed to reducing our Environmental Impact**

We recognise that our operations have an effect on the global and local environment and are committed to minimising adverse environmental impacts within financial, operational and resource constraints.

In our race to Net Zero Carbon Status by 2030, the Service has set itself targets that align with the Welsh Government route map for decarbonisation across the Welsh public sector.

The Service has achieved Level 5 Green Dragon Environmental Standard accreditation for the 8th year in a row.

# #CARBONZERO30



# Job Profile

Salary: Grade 6 - £32,061 - £33,699

## ABOUT THIS JOB

Mid & West Wales Fire & Rescue Authority is seeking a highly organised and detail-oriented **Finance Officer** to support the delivery of its financial operations. The successful candidate will be responsible for processing creditor invoices and credit notes, managing manual payments, and ensuring accurate coding and VAT classification across all transactions.

They will administer the purchase card and travel management systems, raise and process debtor invoices, and liaise with internal departments and external suppliers to resolve queries. The role also involves preparing weekly payment runs, supporting year-end account closures, maintaining financial records, and assisting with internal and external audits.

A strong understanding of financial systems, compliance requirements, and public sector finance is essential, along with a commitment to upholding the Authority's policies on Health & Safety, Anti-Fraud & Corruption, and Equal Opportunities.

This is a full-time post working 37 hours per week with flexible hours in line with the Service's flexi-time scheme.



# Job Description

<b>TITLE OF POST:</b>	Finance Officer
<b>RANK/ROLE:</b>	Grade 6
<b>POST REFERENCE:</b>	ADM.044
<b>LOCATION:</b>	Finance Department, Service Headquarters
<b>RESPONSIBLE TO:</b>	Senior Accountant
<b>MAIN PURPOSE OF JOB:</b>	To attain the goals of the Exchequer Services function, including Creditors, Debtors and Income, and further the achievement of the Service's objectives, ensuring that confidentiality is maintained at all times with regards to the duties undertaken.





## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

Process Accounts Payable (Creditor) invoices and credit notes for all orders raised through the Financial Management System, chasing up outstanding orders and goods received notes as required.	Senior Accountant
Discuss and resolve Creditor enquiries for both employees of the Authority and external organisations, such as the Authority's suppliers.	Senior Accountant
Ensure the correct coding and entry of Creditor invoices / credit notes on to the Financial Management System and record relevant evidence as appropriate. Chase for the required approvals as necessary.	Senior Accountant
Ensure accuracy of Creditor payments through thorough checking of Invoices and backing documentation, including ensuring the correct VAT classifications are applied as appropriate.	Senior Accountant
Post the Creditors run into the Financial Management System in readiness for the processing of the weekly payments run.	Senior Accountant
Ensure that the data posted to the Financial Management System matches to the processed invoices, and electronically batch the invoices ready for the weekly payment run.	Senior Accountant
Ensure that all manual payments are processed accurately through the Financial Management System, including the processing and upload of purchase card, travel management, fuel card and other manual payment forms promptly.	Senior Accountant
Input journal entries into the Financial Management system, ensuring that backing documentation is also maintained.	Senior Accountant
Collate and arrange the banking of Authority income, ensuring prompt deposit into the Authority's bank account. Additionally process the transactions of debtor and non-debtor income information on to the Financial Management System.	Senior Accountant / Accountant
Assist in the Administration of the Service's purchase card system, assisting Service card holders with enquiries, and updating the system as required.	Senior Accountant / Accountant



Undertake the loading and coding of Invoice and backing information for the Finance Department purchase cards, including allocating the appropriate VAT categories and ensure appropriate evidence is received.	Senior Accountant
Undertake regular checks of data processed through the purchase card system, ensuring the accuracy of coding and verifying VAT compliance on all purchase card transactions.	Senior Accountant
Ensure the prompt raising of Debtor Invoices, including invoice production, local filing, generating and maintaining information and processing Debtor transactions on to the Financial Management System. Generate reports for management as required.	Senior Accountant
Resolve queries relating to Debtors for both internal employees and external organisations by liaising with the relevant internal departments as required.	Senior Accountant
Assist in the administration of the Service's Travel Management system, including dealing with employee booking enquiries and assisting with issues raised by system users.	Senior Accountant
Assist in the year end closure of accounts process, ensuring that prepayments, accruals and payments in advance are reported accordingly.	Accountancy & Systems Manager
Ensure the maintenance of the register of authorising officers for the financial management system workflow.	Senior Accountant / Accountant
Undertake proper checks for petty cash claims, ensuring that the appropriate evidence is in place and that coding, approvals and VAT categorisations are correct.	Senior Accountant
Ensure the appropriate documentation relating to financial transactions is loaded to the Financial Management System in a timely manner.	Senior Accountant
Assist with Internal and External audit enquiries as required and produce evidence as requested by the Auditors.	Senior Accountant / Accountancy & Systems Manager
To observe and promote the practices and activities which are within the Health & Safety, Anti Fraud & Corruption and Equal Opportunities Policies of the Mid & West Wales Fire & Rescue Authority.	Senior Accountant
Any other duties commensurate with the position and grade.	Senior Accountant



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru  
Mid and West Wales  
Fire and Rescue Service

## **MID AND WEST WALES FIRE AND RESCUE SERVICE**

### **PERSON SPECIFICATION**

<b>POST TITLE</b>	Finance Officer
<b>LOCATION</b>	Service HQ, Carmarthen
<b>POST NUMBER</b>	ADM.044
<b>GRADE</b>	Grade 6
<b>DEPARTMENT</b>	Finance
<b>DBS CHECK</b>	Standard

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. 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>Assessment Method</b>
<b>Qualifications</b>	5 GCSEs grade C or above (to include English and Mathematics).  HND (or equivalent level) qualification in a Finance / Business related subject area.  Full membership of the Association of Accounting Technicians (AAT) or equivalent body.	<b>Essential*</b>  Desirable  Desirable	<b>Application form and Certificates</b>
<b>Knowledge</b>	Knowledge of Creditors procedures and processes.  Knowledge of Debtors procedures and processes.  Proficiency in Microsoft Office packages and general IT applications.	<b>Essential*</b>  <b>Essential*</b>  <b>Essential*</b>	<b>Application form and Interview</b>
<b>Experience</b>	Experience working in a public sector Finance department.  Experience of working in a Creditors environment.  Experience of working in a Debtors environment.  Experience of working with internal and external stakeholders.	<b>Essential*</b>  Desirable  Desirable  Desirable	<b>Application form and Interview</b>





<b>Job Related / Personal Skills</b>	Excellent interpersonal skills in order to communicate with and advise employees and members of the public.	<b>Essential *</b>	<b>Application form and Interview</b>
	The ability to work under pressure to tight deadlines, often having to re-prioritise to meet unexpected or changing workloads.	<b>Essential *</b>	
	Ability to work as part of a team.	Desirable	
	Enthusiastic and committed approach to providing a quality service.	Desirable	
	Ability to work effectively in a busy environment.	Desirable	
<b>Communication</b>	Welsh verbal and written skills.	Desirable	<b>Application form and Interview</b>
	English verbal and written skills.	<b>Essential *</b>	
	Ability to communicate with employees at all levels.	<b>Essential *</b>	





In line with the Service's Recruitment and Selection procedure, a standard disclosure is required as a minimum for all roles.

Certain roles will be subject to increased levels of DBS check, dependent on the duties and responsibilities of the role, and as designated by the relevant Head of Command or Department.

Where a requirement for a higher level of DBS check has been identified the level and justification for this is specified below:

**LEVEL:** Standard

**JUSTIFICATION:** .....

**PREPARED BY:**

**DATE REVIEWED:**



# How to Apply

Closing Date: 31 August 2025 at 16:30pm

The information provided on the application form is key information that will be used in the short listing process. It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be short listed for interview. Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability.

## **What happens after you've sent in your application?**

Once we've received your application, we will separate the equal opportunities monitoring form which will not form part of the selection process and will send the application form only to the shortlisting department. We will send an acknowledgement of receipt to all applicants.

Your application will then be assessed against the criteria (in a person specification) and the shortlisting panel will decide whether it can be shortlisted.

If you are not shortlisted for interview, you will be advised in writing, usually within six weeks of the closing date. If you have not heard from us by then, please contact us.

If you are shortlisted for interview, you will receive an email from us usually within 2-3 weeks of the closing date, advising the date, time and location of the interview. The email will also include details of assessment testing which is to be carried out and will continue the documentation which you are required to bring with you, if applicable to the role.



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

---

Mid and West Wales  
Fire and Rescue Service

[www.mawwfire.gov.uk](http://www.mawwfire.gov.uk)