

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Finance & Procurement
POST TITLE	Procure2Pay Assistant
POST NO	NU268
GRADE	5
LOCATION	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 form (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria' you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	5 GCSE's grade C or above or relevant experience.	Essential*	Application*
	Current membership or studying towards full membership of CIPS (or willing to undertake study)	Desirable	Application
Knowledge/ Experience	Knowledge of finance and procurement in the Public Sector*	Essential*	Application*/ Selection
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel*	Essential*	Application*/ Selection
	Experience of integrated financial ledger / procurement systems	Desirable	Selection

Personal Style	<p>An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach in all situations.</p> <p>Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented*</p> <p>Openness to change and the ability to seek opportunities to promote improved organisational effectiveness.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential</p>	<p>Application*/ Selection</p> <p>Application*/ Selection</p> <p>Selection</p>
Intrapersonal	<p>Ability to communicate effectively both orally and in writing to a wide range of audiences*</p> <p>Commitment to and ability to develop self and teams to improve organisational effectiveness</p>	<p>Essential*</p> <p>Essential</p>	<p>Application*/ Selection</p> <p>Selection</p>
Task	<p>Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards</p> <p>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.</p>	<p>Essential*</p> <p>Desirable</p>	<p>Application*/ Selection</p> <p>Selection</p>

