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TREASURER

APPLICANT INFORMATION PACK



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

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WHO WE ARE

“

TO MAKE SOUTH WALES SAFER, BY

”

REDUCING RISK

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 1,700 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 reflect the communities that we serve.

ROLE PROFILE

Please apply by 12:00pm Friday 7th February 2025

We are seeking a Treasurer of the highest calibre to provide sound professional advice on financial issues and strategic financial management to ensure that our statutory obligations are fulfilled, and the Service is shaped to face the challenges of the future.

The successful candidate will be a fully qualified, finance professional and hold a membership of a reputable professional body.

Extensive experience of strategic financial management is essential. The successful candidate must be able to demonstrate creativity and enhanced interpersonal skills, with the ability to influence others to improve financial literacy and efficiency across the organisation.

A working knowledge and understanding of both the political impact of financial policy and of current issues in public sector funding, and more specifically local government, is vital.

- Hours of work: **118 Days per Year**
- Contract: **Permanent**
- Salary: **£82,182 Pro rata (Pay award pending)**
- Job Ref: **NU121a**
- Closing Date: **Midday. 12:00pm on 7th February 2025**

JOB DESCRIPTION

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all 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: Chief Fire Officer

Responsible for: Proper administration of financial affairs of the combined Fire Service Fund in accordance with the South Wales Fire Services (Combination Scheme) Order 1995, Section 112(2) (b) of the Local Government Finance Act 1988, and The Accounts and Audit Regulations.

1. To fulfil the 'Role of the Chief Financial Officer' as set out by the Chartered Institute of Public Finance and Accountancy (Cipfa)
2. To oversee the compilation of the Authority's annual budget and consult with the constituent authorities and the Welsh Government. To ensure that the levels set are sufficient to enable the financial obligations of the Authority to be met.
3. Arrange for the determination, issue and transfer of the constituent authorities' contributions; and advise on budgetary matters, including any consequent long-term implications.
4. Arrange for the proper administration of the financial affairs of the Authority in accordance with Section 112(2) (b) of the Local Government Finance Act 1988.
5. Lead and shape the overall financial strategy of the Authority and development of the Medium-Term Financial Strategy (MTFS)
6. Make recommendations on the means of achieving the policies of the Authority and advise members and service leaders on all matters of finance as part of the executive and senior leadership teams of the Service
7. Lead, advise and support complex and politically sensitive issues affecting the service as they affect the financial position.
8. Provide financial advice to the South Wales Fire Authority on all aspects of its activity, including the strategic planning and policy making process; assist members in seeking to obtain best value for money; advise the South Wales Fire Authority on financial propriety.
9. Ensure that accurate, complete and timely financial information is provided to the Authority and the Chief Fire Officer; secure the preparation of statutory and other accounts.
10. Provide an effective internal audit service and assistance in providing efficient financial arrangements.
11. Put in place effective treasury management arrangements, including loans and investments.

12. Advise in consultation with the Chief Fire Officer on the safeguarding of assets, including risk management and insurance.
13. Advise the Authority so that it can satisfy itself that the Chief Fire Officer has effective internal control, governance and management systems in force to enable delegated responsibilities to be exercised in a proper and effective manner.
14. To liaise with relevant Government bodies and departments to ensure the financial needs of the South Wales Fire and Rescue Service are known and understood.
15. As required by statute, to report any potentially unlawful decision by the Authority or the Fire and Rescue Service.
16. To sit on working groups and committees of outside bodies as required ensuring appropriate commitment of South Wales Fire and Rescue Service.
17. To develop and promote partnership working with other Fire and Rescue Services and agencies.
18. To contribute to the priorities which aim to achieve the objectives of the Service's Corporate Improvement Plan.

In addition to the duties and responsibilities outlined above the postholder will be required to:

- 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.

PERSON SPECIFICATION

ESSENTIAL

- ✓ Professional Accountancy Qualification
- ✓ Member of a Consultative Committee of Accountancy Body (CCAB)
- ✓ Experience of managing a Financial Department
- ✓ Background of success in formulating, leading and implementing financial strategies and improvement programmes which cross service or professional boundaries and raise performance standards
- ✓ Demonstrate a sound understanding of political, financial and resource implications for the Public Sector, particularly in Welsh local government.
- ✓ Knowledge of Local Government specific legislation and statutory duties
- ✓ Able to demonstrate full responsibility and experience of working to best value principles including performance management and knowledge of Wales Programme for Improvement
- ✓ An understanding of and commitment to equality principles and practices and their implementation across the entire service. To promote a high standard of conduct, integrity and probity
- ✓ Track record in successfully handling issues that are sensitive and confidential
- ✓ An enthusiastic and inclusive team player with strong interpersonal skills, who can work effectively across all levels of the organisation and partner agencies
- ✓ Effective communication skills to generate confidence and trust and to negotiate with and influence a wide range of audiences, such as members, senior leaders, staff, external partners and other stakeholders
- ✓ The ability to research, develop and implement cost effective solutions to a variety of issues
- ✓ Ability to deliver high standards of work within tight time scales and competing priorities, ensuring that projects and programmes are co-ordinated and delivered in accordance with organisational priorities
- ✓ To work effectively within the political environment developing practical and creative solutions to strategic issues that are sensitive to management and political interests.
- ✓ Build and sustain positive relationships with elected members or commissioners which generate confidence, respect and trust.

DESIRABLE

- ✓ Relevant Higher Management Qualification e.g. Degree, MBA, DMS, Post Graduate Management Qualification
- ✓ Welsh Speaker

THE APPLICATION PROCESS

Candidates should complete our shortlisting evidence form which can be accessed [here](#). This should address the questions below with a response that doesn't exceed 500 words per question (Maximum 2000 Words)

Question 1: Eligibility: Please outline your qualifications and experience which make you the right person for this role.

Question 2: Outstanding Leadership – Please outline how you personally build trust and integrity, thereby role modelling ethical and outstanding.

Question 3: Organisational Effectiveness - Please provide examples of how you have worked effectively within the political environment developing practical and creative solutions to strategic issues.

Question 4: Personal Impact – Please provide examples of how you build relationships with a range of audiences and how you flex communication styles to meet a variety of stakeholders.

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 which can also be accessed [here](#).

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 which can also be accessed [here](#).

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 232300 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.

BENEFITS

Annual Leave – A generous annual leave allowance plus bank holidays.

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

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.

Mind Blue Light Champions – As part of our ongoing commitment to health and wellbeing, we support the MIND Blue Light Programme. The programme offers mental health support for emergency services employees.

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





Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

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

SCAN ME



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