



Gwasanaeth Tân ac Achub  
Canolbarth a Gorllewin Cymru

Mid and West Wales  
Fire and Rescue Service

# JOB APPLICATION PACK

[www.mawwfire.gov.uk](http://www.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 deliver the best possible service for the communities of Mid and West Wales.'* 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 employ 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



**Craig Flannery**  
Chief Fire Officer




**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



Corporate Social Responsibility



Leadership and Management: Governance, decision making and continuous improvement



Digital and Information Communications Technologies Strategy



Financial Resilience



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:



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

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## **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 4 - £27,254 - £28,598

## ABOUT THIS JOB

Mid and West Wales Fire and Rescue Service is seeking applications from individuals for the role of Temporary Payroll Assistant within the Payroll Function based at Service Headquarters, Carmarthen. This is a 12-month temporary role offering an excellent opportunity to support the delivery of an efficient payroll service

### The Role

This role involves supporting the accurate and timely processing of payroll transactions, maintaining financial records, and ensuring compliance with relevant regulations such as PAYE, National Insurance, and pension schemes. The successful candidate will work closely with colleagues across HR and Finance, respond to queries from staff and external organisations, and contribute to the smooth running of monthly payroll operations. Attention to detail, good organisational skills, and a working knowledge of payroll procedures are essential.

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

### Enquiries

For further information regarding this post, please contact the Senior Payroll Officer, Phoebe Tucker at [p.tucker@mawwfire.gov.uk](mailto:p.tucker@mawwfire.gov.uk)



# Job Description

<b>TITLE OF POST:</b>	Payroll Assistant
<b>RANK/ROLE:</b>	Grade 4
<b>POST REFERENCE:</b>	ADM.079
<b>LOCATION:</b>	Human Resources Department, Service Headquarters
<b>RESPONSIBLE TO:</b>	Payroll Manager
<b>MAIN PURPOSE OF JOB:</b>	To assist in providing a comprehensive payroll service for Mid & West Wales Fire and Rescue Service, ensuring the timely and accurate processing of salaries, allowances and expenses to all employees and to support the wider Human Resources Department, as appropriate, in the delivery of a professional service.



## SCHEDULE OF RESPONSIBILITIES

## RESPONSIBLE TO

Assist in the processing of all financial transactions in relation to payroll, ensuring that payment rules and financial coding are applied correctly and that the relevant documentation is received and actioned accordingly.	Senior Payroll Officer
To ensure that all records are updated accurately and maintained in order to monitor different types of payments and apply appropriate processing strategies.	Senior Payroll Officer
To ensure all procedures relating to the payment of salaries and wages are implemented, accurate records are maintained and checked regularly.	Senior Payroll Officer
To be conversant with the rules and regulations relating to PAYE, National Insurance and have a basic understanding of the Services Pension Schemes and how to apply appropriate solutions within Payroll.	Senior Payroll Officer
To understand and be able to apply Local and National Conditions of Service, for all categories of staff.	Senior Payroll Officer
To deal with queries / requests for information from employees, line managers, internal departments or external organisations, such as Department of Work and Pensions, Courts etc as and when requested.	Senior Payroll Officer
To provide advice, guidance and support for line managers and employees relating to Payroll issues.	Senior Payroll Officer
Ensure that accurate payroll data is stored on the records management database to enable prompt retrieval of payroll information.	Senior Payroll Officer
To plan work schedules and resource requirements with other members of the payroll team to ensure that the monthly payroll deadlines are adhered to at all times	Senior Payroll Officer
To keep up to date with GDPR and the implications that this has on the maintenance of an effective payroll service.	Senior Payroll Officer



<p>To highlight any over or under payments and action as necessary following procedures laid out by the Service.</p>	<p>Senior Payroll Officer</p>
<p>To provide support and resilience to other teams within the HR Department as required.</p>	<p>Senior Payroll Officer</p>
<p>To assist in the training of any new employees within the payroll team, on all relevant aspects of payroll procedure.</p>	<p>Senior Payroll Officer</p>
<p>Any other duties that can be reasonably classed as general duties commensurate with the grade of the post.</p>	<p>Senior Payroll Officer</p>
<p>Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team.</p>	<p>Safeguarding Team</p>



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

**PERSON SPECIFICATION**

<b>POST TITLE</b>	Payroll Assistant
<b>LOCATION</b>	Human Resources Department, Service Headquarters, Carmarthen
<b>POST NUMBER</b>	ADM.079
<b>GRADE</b>	Grade 4
<b>DEPARTMENT</b>	Human Resources Department
<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 GCSE's grade C or above, to include Welsh and/or English, and Mathematics or equivalent  Current Driving Licence	<b>Essential*</b>  Desirable	<b>Application form and Certificates</b>
<b>Knowledge</b>	Some knowledge and understanding of the services provided within the Payroll function  Knowledge of Microsoft Word/Excel and various other software packages	Desirable  <b>Essential*</b>	<b>Application form and Interview</b>



<b>Experience</b>	Experience in a HR/Payroll environment Proven ability to work effectively to tight deadlines Experience in a similar role Experience in administering a Payroll software package	Desirable <b>Essential*</b> Desirable Desirable	<b>Application form and Interview</b>
<b>Job Related / Personal Skills</b>	Ability Proven ability to work effectively on own initiative as well as part of a team Enthusiastic and committed approach to providing a quality service The ability to work under pressure to tight deadlines, often having to prioritise to meet unexpected or changing workload	<b>Essential*</b> Desirable Desirable	<b>Application form and Interview</b>
<b>Communication</b>	Welsh written and verbal skills English written and verbal skills	Desirable <b>Essential*</b>	<b>Application form and Interview</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: 2 March 2026 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.



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