



CEREDIGION COUNTY COUNCIL
RHEOLWR CORFFORAETHOL – CYFRIFYDD
GWASANAETH

DISGRIFIAD SWYDD

TEITL Y SWYDD:	Rheolwr Corfforaethol – Cyfrifydd Gwasanaeth
GWASANAETH:	Cyllid a Chaffael
GRADD:	Gradd 16: £59,904 - £62,243 pro-rata
YN ATEBOL I:	Swyddog Arweiniol Corfforaethol: Cyllid a Chaffael
LLEOLIAD:	Canolfan Rheidol, Aberystwyth (gweithio hybrid ar gael)
ORIAU GWAITH:	37 awr yr wythnos
PRIF BWRPAS Y SWYDD:	
<ul style="list-style-type: none">• Rheoli materion ariannol y Cyngor gan gynnwys awdurdodi, arwain a chyfarwyddo rheolaeth ariannol y Cyngor gan sicrhau bod adnoddau'r Cyngor yn cael eu rheoli'n dda a bod arian cyhoeddus yn cael ei ddiogelu bob amser a'i ddefnyddio'n briodol, yn economaidd, yn effeithlon ac yn effeithiol.• Datblygu a gweithredu strategaeth i ddarparu a chyflawni amcanio strategaethol yr Awdurdod tra'n gyfrifol am faterion ariannol y Cyngor, sicrhau cyfreithlondeb a doethineb ariannol wrth wneud penderfyniadau, cyfrannu at benderfyniadau sydyn a hir-dymor gan sicrhau bod risgiau wedi'u hystyried a'u unioni gyda'r strategaeth ariannol.• Bod yn Rheolwr Corfforaethol ac yn gynghorydd arweiniol i'r Cyngor ar:<ul style="list-style-type: none">Cyllidebau: Paratoi cyllidebau gwasanaeth, cyllid ysgolion, ffioedd a gosod taliadau.Rheolaeth Ariannol: Monitro Cyllideb y Gwasanaeth, Cyngor Ariannol, Awdurdodi.Rheolaeth Ariannol: Cau cyfrifon ar gyfer Gwasanaethau, Modelu Trawsnewid.Grantiau: Derbyn grantiau, Monitro Grantiau, Ffurflenni a Hawliadau, Diwydrwydd dyladwyTrefniadau Awdurdod Arweiniol a Phartneriaethau Allanol: Sicrhau bod trefniadau ariannol priodol ar waith (e.e. Datblygiad y Gweithlu Gofal Cymdeithasol Cymru, Tyfu Canolbarth Cymru, Cronfeydd Ffyniant Gyffredin y DU).Cronfeydd Ymddiriedolaeth Elusenol• Darparu cyswllt allweddol â Swyddogion Arweiniol Corfforaethol a gweithio gyda Rheolwyr Corfforaethol eraill i sicrhau bod timau'n cael eu rheoli'n gyson i gyflawni amcanion strategol a chorfforaethol a bod y rhain yn cael eu cydlynu a'u gweithredu'n effeithiol ar draws pob maes gwasanaeth.	

- Er bod gan Reolwyr Corfforaethol gyfrifoldeb penodol i reoli tîm a/neu swyddogaeth, mae ganddynt gyfrifoldeb corfforaethol i sicrhau bod yr holl weithgareddau a chymau gweithredu'r gwasanaeth yn cael eu rheoli i gefnogi amcanion a safonau strategol y Cyngor.
- Gweithio'n greadigol a chefnogi'r nod strategol i gyrraedd y safonau uchaf posibl o ran perfformiad yng ngwasanaethau Cyngor Sir Ceredigion.
- Mae'n ofynnol i ddeiliad y swydd ddirprwyo a chymryd cyfrifoldeb am ddarparu a chyfathrebu cyngor a gwybodaeth ariannol ar ran y Swyddog Arweiniol Corfforaethol: Cyllid a Chaffael (Swyddog Adran 151) ar yr holl faterion ariannol sy'n codi gan gynnwys paratoi data, adroddiadau a gohebiaeth a thrwy hynny gefnogi rôl Adran 151 mewn dirprwy gapasiti.

PRIF GYFRIFOLDEBAU:

Rheoli

- Rheoli tîm o tua 30 o weithwyr llawn amser gan gynnwys 3 sy'n adrodd yn uniongyrchol, gyda'r rhan fwyaf o staff yn gweithio mewn modd hybrid.
- Rheoli tîm o tua 30 gweithiwr llawn amser gan gynnwys 3
- Sicrhau a chyfrannu at rôl y Prif Swyddog Cyllid statudol o fod yn gyfrifol am faterion ariannol y Cyngor, a thrwy hynny weithredu fel dirprwy i'r swyddog Adran 151 o ddydd i ddydd.
- Paratoi a datblygu cynigion a chynlluniau busnes ar gyfer meysydd gwasanaeth penodol.
- Sicrhau bod canolbwyntio ar y dinesydd yn cael ei hyrwyddo bob amser.
- Cyfrannu at osod monitro a rheoli cyllidebau a chymorth gwasanaethau a chynghori rheolwyr ar baratoi a monitro cyllidebau ar gyfer gwasanaethau.
- Darparu cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo'n briodol a nodi opsiynau ar gyfer gweithredu.
- Gweithio a chefnogi Swyddogion Arweiniol Corfforaethol i ddarparu'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigol penodol i lunio a gweithredu polisiau perthnasol ac effeithiol.
- Cynnal a hyrwyddo perthnasoedd gwaith agos gyda rhanddeiliaid mewnol ac allanol a etholwyd yn Aelodau, cydweithwyr a sefydliadau allanol.
- Gweithio mewn cydweithrediad â sefydliadau eraill i sicrhau'r buddion mwyaf posibl i'r Cyngor a thrigolion Ceredigion.
- Eirioli barn y gwasanaeth ar faterion i gyrrff mewnol ac allanol o dan arweiniad uwch reolwyr.
- Cyfarwyddo yn ôl yr angen, o fewn partneriaethau allanol y Cyngor.

Rheoli Ansawdd a Pherfformiad

- Sicrhau bod anghenion defnyddwyr y gwasanaeth yn cael eu deall a'u diwallu'n llawn wrth ddarparu a gwella gwasanaethau.
- Sicrhau bod gwasanaethau'n cael eu rheoli a'u darparu mewn ffordd gydlynol ac yn unol â pholisiau a safonau y cytunwyd arnynt a hefyd yn unol â phrosesau llywodraethu democrataidd y Cyngor.

- Cynorthwyo'r Swyddog Arweiniol Corfforaethol i sicrhau bod polisïau a gweithdrefnau yn cael eu diweddarau i adlewyrchu deddfwriaeth gyfredol ac arfer gorau.
- Gwerthuso ac adrodd yn rheolaidd ar berfformiad y tîm mewn perthynas â chynlluniau gwasanaeth statudol ac anstatudol, cynlluniau busnes a dangosyddion perfformiad.
- Cynorthwyo i nodi, caffael a defnyddio adnoddau ar gyfer y tîm a'r gwasanaeth i gyflawni ei amcanion.
- Cynorthwyo i nodi a dilyn ffynonellau cyllid allanol priodol a ffynonellau eraill o ddarparu gwasanaethau, e.e. drwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor.
- Cynorthwyo'r Swyddog Arweiniol Corfforaethol i gynnal ymwybyddiaeth o'r dirwedd newidiol ar gyfer gwasanaethau cyhoeddus, gan ymchwilio i arferion cenedlaethol a lleol wrth ddarparu gwasanaethau, er mwyn mynd ati i herio a datblygu atebion arloesol ar y ffordd y caiff gwasanaethau eu darparu i sicrhau perfformiad parhaus.
- Sicrhau safonau uchel o berfformiad yr holl staff o fewn y tîm a'r gwasanaeth, cydnabod perfformiad da a mynd i'r afael â pherfformiad gwael yn gadarnhaol ac yn effeithiol.
- Cynnal trosolwg o risgiau gwasanaeth, gan gynnwys delio â chwynion mewn modd amserol.
- Gweithio gyda Rheolwyr Corfforaethol eraill i ddarparu gwasanaethau Cyngor effeithiol ac effeithlon.
- Bod yn barod i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, cwsmeriaid a phartneriaid.
- Hyrwyddo cyfle cyfartal wrth ddarparu gwasanaethau ac arferion cyflogaeth fel bod y Cyngor yn cyflawni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd, gan gynnwys cynllunio brys; rheoli a chydlynu ymateb; rheoli risg; a diogelu.

Cyfathrebu

- Adolygu'r dulliau cyfathrebu presennol gyda staff i sicrhau bod y rhain yn effeithiol ac yn annog adborth dwyffordd.
- Hyrwyddo'r awydd i gyfathrebu'n hyderus yn fewnol ac allanol.
- Hyrwyddo llythrennedd ariannol ac ymwybyddiaeth ariannol trwy'r sefydliad gan gynnwys arwain ar gyfleoedd hyfforddi a datblygu.
- Cynorthwyo'r Swyddog Arweiniol Corfforaethol i gynnal cyswllt effeithiol rhwng Aelodau etholedig, a, lle bo hynny'n briodol, darparu gwybodaeth a chyngor cynhwysfawr fel bod materion angenrheidiol yn cael eu cyfeirio at Aelodau i'w trafod a'u penderfynu'n brydlon.

Swyddogaethol

- Bod yn gyfrifol am redeg y Gwasanaeth Cyfrifeg a ddarperir gan 3 thîm sy'n cwmpasu'r ystod o Wasanaethau ar draws y Cyngor.
- Bod yn Rheolwr Corfforaethol arweiniol o fewn y Cyngor Rheoli Cyllidebau Ysgolion, Rheoli Ariannol Gwasanaethau, Monitro Cyllidebau, Grantiau a Chronfeydd Elusennol
- Cysylltu ag Archwilio Cymru yn ôl y gofyn, lle bo hynny'n briodol.

- Darparu cyngor ariannol a mewnbwn i'r Grŵp Rheoli Prosiectau Corfforaethol a hyrwyddo diwylliant cefnogol 360 gradd ar gyfer mentrau a datblygiadau newydd.
- Arwain ar lunio polisi, gweithdrefnau a strategaethau sy'n berthnasol i'r meysydd gwasanaeth a hefyd cyfrannu at ffurfio polisi a strategaeth eraill ar draws y Cyngor.
- Sicrhau rheolaeth effeithiol ac effeithlon o'r tîm Cyfrifeg Gwasanaeth.
- Nodi gofynion proffesiynol a rheoleiddiol ac arfer gorau mewn Cyfrifeg, Grantiau a Chyllidebau Ysgolion a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol.
- Chwarae rôl weithredol fel rhan o'r uwch dîm rheoli yn y gwasanaeth Cyllid a Chaffael, ochr yn ochr â'r 3 Rheolwr Corfforaethol ar gyfer Refeniw ac Aseidiadau Ariannol, Cyllid Corfforaethol a Chaffael a Chomisiynu yn y drefn honno.



CYNGOR SIR CEREDIGION
RHEOLWR CORFFORAETHOL – GWASANAETH
CYFRIFEG

MANYLEB PERSON

	Hanfodol neu Ddymunol
Cymwysterau	
Addysg hyd at lefel gradd mewn pwnc perthnasol neu brofiad cyfatebol	Hanfodol
Aelodaeth o Gorff Cyfrifeg CCAB e.e. CIPFA, ACCA, neu CIMA gyda 5 mlynedd o brofiad ôl-gymhwysol	Hanfodol
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	Hanfodol
Cymhwyster Uwch Reoli cydnabyddedig	Dymunol
Profiad gyda Llywodraeth Leol	
Dealltwriaeth o rôl aelodau etholedig a'r broses o wneud penderfyniadau mewn amgylchedd gwleidyddol	Hanfodol
Profiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth o gyd-destun gwleidyddol y rôl a sensitifrwydd iddo	Dymunol
Gwybodaeth drylwyr o'r fframweithiau polisi cenedlaethol y mae'r Cyngor yn gweithredu ynddynt.	Hanfodol
Profiad o Reoli	
Profiad o reoli tîm/swyddogaeth berthnasol yn llwyddiannus a dangos cyflawniad wrth ddylanwadu ar berfformiad llwyddiannus a/neu welliant.	Hanfodol
Lleiafswm o 5 mlynedd o brofiad rheoli perthnasol mewn Gwasanaethau Cyfrifeg, Rheoli Trysorlys, Systemau Ariannol Yswiriant.	Hanfodol
Profiad rheoli helaeth a llwyddiannus gan gynnwys tystiolaeth o ymrwymiad, menter, gweledigaeth a hyblygrwydd.	Hanfodol

Cofnod llwyddiannus o ddadansoddi materion, datblygu strategaethau ar gyfer amrywiol asiantaethau ac o greu cynlluniau gwasanaeth yn seiliedig ar anghenion ac sy'n cyflawni gwelliannau ansawdd a chost.	Hanfodol
Darparu Gwasanaeth	
Dealltwriaeth gyflawn o ddeddfwriaeth a rheoleiddio fel y mae'n ymwneud â swyddogaethau a gwasanaethau'r Tîm Cyllid Craidd a gwasanaeth a gefnogir	Hanfodol
Tystiolaeth o ddatblygu polisiau a gweithdrefnau yn llwyddiannus mewn meysydd sydd â chyfrifoldeb penodol sy'n cyflawni canlyniadau o ansawdd uchel	Hanfodol
Hanes o arwain tîm yn llwyddiannus, rheoli a gwella timoedd yn barhaus er mwyn llwyddo i gyflawni gwelliant parhaus yn effeithiol	Hanfodol
Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes i sicrhau gwasanaeth sy'n gwella perfformiad yn barhaus	Hanfodol
Rheoli Adnoddau	
Profiad o reoli adnoddau dynol ac ariannol yn unol â pholisiau, blaenoriaethau a gytunwyd ac o fewn fframwaith ffurfiol y safonau cost ac ansawdd	Hanfodol
Llofnodwr awdurdodedig ar gyfer adnoddau ariannol sylweddol gan gynnwys gwasanaethau Bancio, Rheoli'r Trysorlys, Gwariant a Hawliadau Ariannu Grant.	Hanfodol
Gweithio mewn Partneriaeth	
Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol	Hanfodol
Effeithiolrwydd Personol / Sgiliau Allweddol	
Gallu cymhwyso egwyddorion cyfrifyddu awdurdodau lleol yn unol â'r Codau Ymarfer perthnasol i'r broses gyllidebu, monitro a rheoli a chau cyfrifon.	Hanfodol
Y gallu i ddarparu cymorth a chyngor ariannol, yn enwedig mewn perthynas â chyllidebau, cyfrifon terfynol, arferion cyfrifyddu a gweithdrefnau ariannol a chodau arferion.	Hanfodol

Sgiliau rheoli ac arwain cryf gyda'r gallu i feddwl yn greadigol ac yn arloesol a gweithredu syniadau effeithiol wrth ddangos ein bod yn agored i syniadau newydd	Hanfodol
Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth o ran darparu gwasanaethau a chydabod ei effaith ar ddefnyddwyr y gwasanaeth	Hanfodol
Sgiliau cyfathrebu rhagorol	Hanfodol
Y gallu i weithio o dan bwysau i derfynau amser tynn	Hanfodol
Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth	Hanfodol
Amgylchiadau Personol	
Rhaid bod â thrwydded yrru lawn	Hanfodol
Gallu leithyddol	
Ystyrir bod y gallu i ymgymryd â thasgau'r swyddi uchod drwy gyfrwng y Gymraeg yn hanfodol. Er hynny, gall y Cyngor ystyried ymgeisydd lle cytunir ar yr ymrwymiad i gyrraedd lefel ALTE lefel 3, (llafar), lefel 2 (darllen) a lefel 2 (ysgrifennu) o fewn dwy flynedd.	Hanfodol
Cyfyngiad Gwleidyddol	
Mae hon yn swydd wleidyddol gyfyngedig	



CEREDIGION COUNTY COUNCIL
CORPORATE MANAGER - SERVICE ACCOUNTANCY
JOB DESCRIPTION

POST TITLE:	Corporate Manager – Service Accountancy
SERVICE:	Finance & Procurement
GRADE:	Grade 16: £59,904 - £62,243 pro-rata
ACCOUNTABLE TO:	Corporate Lead Officer: Finance & Procurement
LOCATION:	Canolfan Rheidol, Aberystwyth (but hybrid working available)
HOURS OR WORK:	37 hours per week
MAIN PURPOSE OF JOB:	<ul style="list-style-type: none">• To manage financial matters of the Council including authorising, leading and directing the financial management of the Council ensuring that the Council's resources are well managed and that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.• Develop and implement strategy to resource and deliver the Authority's strategic objectives whilst being responsible for the financial affairs of the Council, ensuring lawfulness and financial prudence of decision-making, contributing to immediate and long term decisions ensuring risks are fully considered and aligned to the financial strategy.• To be the Corporate Manager and lead advisor to the Council on:<ul style="list-style-type: none">Budgets: Service Budgets preparation, Schools Funding, Fees and Charges Setting.Financial Control: Service Budget Monitoring, Financial Advice, Authorisation.Financial Management: Closure of accounts for Services, Transformation Modelling.Grants: Grant acceptances, Grant Monitoring, Returns and Claims, Due diligenceLead Authority arrangements and External Partnerships: To ensure proper financial arrangements are in place (e.g. Social Care Wales Workforce Development, Growing Mid Wales, UK Shared Prosperity Funds).Charitable Trust Funds• To provide a key link with Corporate Lead Officers and work with other Corporate Managers in ensuring that teams are managed consistently to meet strategic and corporate objectives and that these are effectively co-ordinated and implemented across all service areas.

- Whilst Corporate Managers have specific responsibility to manage a team and/or function, they have an corporate responsibility to ensure that all service activities and actions are managed to support Council strategic objectives and standards
- To work creatively and support the strategic goal to achieve the highest possible standards of performance in Ceredigion County Council services.
- The postholder is required to formally deputise and take responsibility for providing and communicating financial advice and information on behalf of the Corporate Lead Officer: Finance & Procurement (Section 151 officer) on all financial matters arising including preparing data, reports and correspondence thereby supporting the Section 151 role in a deputy capacity.

PRINCIPAL ACCOUNTABILITIES:

Managerial

- Management of a team of approximately 30 FTEs including 3 direct reports, with most staff currently working in a hybrid manner.
- Actively ensure and contribute to the statutory Chief Finance Officer role of being responsible for the financial affairs of the Council, thereby acting as a deputy to the Section 151 officer on a day to day basis.
- To prepare and develop proposals and business plans for specific service areas.
- Ensure that a citizen focussed culture is promoted at all times.
- To contribute to the setting monitoring and control of service budgets and support and advise managers on the preparation and monitoring of budgets for services.
- Provide professional advice and support internally and externally as appropriate and identify options for action.
- To work with and support Corporate Lead Officers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies.
- To maintain and promote close working relationships with internal and external stakeholders elected Members, colleagues and outside organisations.
- To work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion.
- To advocate the view of the service on issues to internal and external bodies under senior management guidance.
- To act as adviser as required, within the Council's external partnerships.

Quality and Performance management

- To ensure that the needs of service users are fully understood and catered for in the delivery promotion and improvement of services.
- To ensure that services are managed and delivered in a co-ordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes.
- To assist the Corporate Lead Officer in ensuring that policies and procedures are updated to reflect current legislation and best practice.
- To regularly evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators.

- Assist in identifying, procuring and deploying resources for the team and service to meet its objectives.
- To assist in identifying and pursuing sources of appropriate external funding and alternative sources of service delivery e.g. through partnership working to deliver Council services.
- Assist the Corporate Lead Officer in maintaining awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance.
- To ensure high standards of performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively.
- To maintain an overview of service risks, including dealing with complaints in a timely manner.
- To work with other Corporate Managers to deliver effective and efficient Council services.
- Be prepared to quickly and flexibly react to the needs of the Council, its customers and partners.
- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer.
- To undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding.

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- Promote a culture of strong internal and external communication.
- To promote financial literacy and financial awareness throughout the organisation including leading on training & development opportunities.
- To assist the Corporate Lead Officer in maintaining effective liaison with elected Members, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Members for decision in a timely manner.

Functional

- To be responsible for the running of the Accountancy Service delivered by 3 teams covering the range of Services across the Council.
- To be the lead Corporate Manager within the Council for Schools Budgets Management, Services Financial Control, Budget Monitoring, Grants and Charitable Trust Funds
- To liaise with Audit Wales as and where appropriate.
- To provide financial advice and input for the Corporate Project Management Group and to promote a culture of 360 degree support for new initiatives and developments.
- To lead on formulating policy, procedures and strategies relevant to the service areas and also contribute to other Council wide policy and strategy formation.
- Ensure the effective and efficient management of the Service Accountancy team.

- To identify professional and regulatory requirements and best practice in Accountancy, Grants and School Budgets and contribute to the development and implementation of appropriate compliance standards.
- To play an active role as part of the senior management team in the Finance & Procurement service, alongside the 3 Corporate Managers for Revenues & Financial Assessments, Corporate Finance and Procurement & Commissioning respectively.



CEREDIGION COUNTY COUNCIL
CORPORATE MANAGER - SERVICE ACCOUNTANCY
PERSON SPECIFICATION

	Essential or Desirable
Qualifications	
Educated to degree level in a relevant subject or equivalent experience	Essential
Membership of a CCAB Accountancy Body (e.g. CIPFA, ACCA or CIMA) with 5 years post qualification experience	Essential
Evidence of Continued Professional Development	Essential
A recognised Senior Management qualification	Desirable
Local Government Experience	
Understanding of the role of elected members and of the decision making process in a political environment	Essential
Experience of working within local government including the awareness of and sensitivity to the political context of the role	Desirable
Thorough knowledge of the national policy frameworks within which the Council operates.	Essential
Management Experience	
Experience of successfully managing a relevant team/function and demonstrate achievement in influencing successful performance and or improvement.	Essential
Minimum of 5 years relevant management experience in Accountancy Services, Treasury Management, Insurance Financial Systems.	Essential
Extensive and successful managerial experience including evidence of commitment, initiative, vision and flexibility.	Essential

A successful record of analysing issues, developing strategies on a multi-agency basis and of creating service plans based on needs and which achieve quality and cost improvements	Essential
Service Delivery	
A complete understanding of legislation and regulation as it relates to the Core and service Finance Team functions and services that are supported	Essential
Evidence of successful development of policies and procedures in areas of specific responsibility that deliver high quality outcomes	Essential
Track record of successfully leading, managing and continuously improving teams to effectively achieve continual improvement	Essential
A full understanding of performance management and business planning processes to drive continuously improving performance	Essential
Resource Management	
Experience of the management of human and financial resources in accordance with agreed policies, priorities and within the formal framework of cost and quality standards	Essential
An Authorised signatory for significant financial resources including Banking services, Treasury Management, Expenditure and Grant funding claims.	Essential
Partnership Working	
Evidence of successful working with internal and external stakeholders	Essential
Personal Effectiveness / Key Skills	
Be able to apply local authority accounting principles in accordance with the relevant Codes of Practice to the budget process, monitoring and control and closure of accounts.	Essential
Ability to provide financial support and advice, especially in relation to Budgets, Final Accounts, Accounting Practices and Financial Procedures and Codes of Practice.	Essential
Strong management and leadership skills with the ability to think creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas	Essential

Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users	Essential
Excellent communication skills	Essential
Ability to work under pressure to tight deadlines	Essential
Clear commitment to uphold the principles of equality and diversity	Essential
Personal Circumstances	
Must hold a full driving licence	Essential
Linguistic Ability	
The ability to undertake tasks of the above posts through the medium of the Welsh Language will be regarded as being essential. The Council may though consider a candidate where the commitment to attain ALTE level 3 (spoken), level 2 (reading) and level 2 (writing) within two years is agreed.	Essential
Political Restriction	
This is a politically restricted post	