

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Caffael a Thaliadau
Gwasanaeth	Cyllid a Chaffael
Graddfa	4
Pwynt/iau Cyflog	4
Cyflog	£23,114 pro rata
Pwrpas y Swydd	Prif bwrpas y swydd yw paratoi a goruchwylio ymarferion dyfynbrisió, creu archebion a gwneud gwaith taliadau.
Lleoliad	Canolfan Rheidol
Oriau Gwaith	18.5
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Contractau Corfforaethol
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<ul style="list-style-type: none"> • Ar gyfer codi Gorchmynion Prynu Cyngor yn amserol, yn effeithlon ac yn gywir. • Er mwyn cadw a defnyddio cerdyn credyd y Cyngor yn ddiogel a chyflwyno derbynebâu dilys yn brydlon ar ôl diwedd pob cyfnod datganiad. • Ar gyfer gliniadur y Cyngor
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
<ul style="list-style-type: none"> • Cynnal lefel uchel o ffocws ar gwsmeriaid, cefnogi cwsmeriaid mewnol i sicrhau bod eu gofynion dilys yn cael eu bodloni. • Blaenoriaethu gwaith i sicrhau nad oes unrhyw oedi wrth brosesu archebion gyda gofynion â chyfyngiadau amser. • Adolygu ceisiadau i greu archebion i sicrhau cydymffurfiaid â'r Rheolau Gweithdrefn Contractau a'r gwerth gorau i'r Cyngor. • Cyrchu nwyddau a gwasanaethau, cysylltu â swyddogion Caffael yn ôl yr angen. • Cyflawni ceisiadau yn brydlon i greu archebion am nwyddau, gwaith a gwasanaethau, gan sicrhau cywirdeb a chydymffurfiaid â Rheolau Gweithdrefn Contractau'r Cyngor. • Ymgymryd â cheisiadau am ymarferion dyfynbrisió a'u goruchwylio, gan gynnwys creu Dyfynbrisiau Cyflym electronig, a sicrhau bod yr holl ddogfennau priodol yn cael eu cynnwys. • Monitro'r broses Dyfynbris Cyflym gan gynnwys delio ag ymholiadau. • Sicrhau bod gweithdrefnau derbyn Dyfynbris Cyflym yn cael eu dilyn a bod manylion y dyfarniad yn cael eu cofnodi'n gywir yn y Gofrestr Contractau. • Delio â chyflenwyr i wirio a chadarnhau gwybodaeth sy'n gysylltiedig ag archebion, gwneud trefniadau danfon ac i ddatrys materion ar ôl i archebion gael eu creu, megis trefnu ffurflenni a nodiadau credyd. • Sicrhau bod swyddogion priodol yn derbyn yr archebion ar y system brynu yn brydlon ar ôl iddynt gael eu cyflawni'n foddhaol. 	

- Cadw cofnodion cywir o'r ceisiadau am archebion prynu a dderbyniwyd a phryd y cawsant eu prosesu.
- Archebu gwestai, llogi ceir, tocynnau trê'n a hediadau yn ôl gofynion swyddogion o bob maes gwasanaeth.
- Cyflawni prosesau sy'n gysylltiedig â thaliadau cerdyn credyd a rhith-daliadau'r Cyngor.
- Delio â gweinyddiaeth gyffredinol sy'n gysylltiedig â phrosesu talu anfonebau.
- Darparu cymorth wrth gefn ar gyfer mewnbynnu anfonebau yn ôl yr angen.
- Casglu'r wybodaeth angenrheidiol ar gyfer sefydlu cyflenwyr newydd ar y system taliadau canolog, pan fydd yn debygol y bydd y cyflenwyr hyn yn cael eu defnyddio fwy nag unwaith.
- Casglu gwybodaeth ar gyfer adroddiadau yn ôl yr angen
- Efallai y bydd yn rhaid amrywio'r dyletswyddau (ar ôl trafod gyda deiliad y swydd) yn amodol ar anghenion y gwasanaeth ac yn unol â phroffil cyffredinol y swydd.

Manyleb Person

Gofynnol					
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> O leiaf 5 TGAU ar radd C neu'n uwch i gynnwys Mathemateg a Saesneg (fel arall profiad amlwg mewn gwaith sy'n gofyn am sgiliau llythrennol a rhifiadol). Lefel A neu Gymhwyster NVQ cyfatebol. 				
Sgiliau Ieithyddol Cymraeg	<table border="1"> <tr> <td>Gwrando/Siarad: Lefel 3</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad</td> </tr> <tr> <td>Darllen: Lefel 2</td> </tr> <tr> <td>Ysgrifennu: Lefel 2</td> </tr> </table>	Gwrando/Siarad: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	Darllen: Lefel 2	Ysgrifennu: Lefel 2
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Ysgrifennu: Lefel 2					
Sgiliau Ieithyddol Saesneg	<table border="1"> <tr> <td>Gwrando/Siarad: Lefel 4</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd: ar apwyntiad</td> </tr> <tr> <td>Darllen: Lefel 5</td> </tr> <tr> <td>Ysgrifennu: Lefel 5</td> </tr> </table>	Gwrando/Siarad: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd: ar apwyntiad	Darllen: Lefel 5	Ysgrifennu: Lefel 5
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Darllen: Lefel 5					
Ysgrifennu: Lefel 5					
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Dibynadwyedd ac yn gallu cyflawni tasgau gyda chywirdeb a gallu i ddangos menter. Y gallu i ddefnyddio Taliadau, Caffael (gan gynnwys Dyfynbrisiau Cyflym) a systemau Ariannol Yn gallu trefnu a blaenoriaethu gwaith. Y gallu i gyfathrebu â phob lefel yn y sefydliad. Y gallu i ddehongli a gweithredu gweithdrefnau yn gyson a gyda thact. Sgiliau cyflwyno data. Y gallu i gyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig gyda chyflenwyr presennol a darpar gyflenwyr. Profiad o ddefnyddio Microsoft Office (Lefel Sylfaenol o leiaf). Parodrwydd i ddysgu. Gwybodaeth am Gwerthwchi Gymru, cytundebau fframwaith lleol, rhanbarthol a chenedlaethol. Sgiliau da o ran gwasanaeth cwsmeriaid ac agwedd gadarnhaol 				
Profiad Hanfodol	<ul style="list-style-type: none"> Defnyddio system electronig ar gyfer archebu ac ar gyfer talu. O leiaf 2 flynedd o brofiad o weithio mewn swyddfa neu amgylchedd perthnasol tebyg. 				
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	N/A				
Dymunol					
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> Profiad o holi gwahanol systemau i gynhyrchu un ffeil ddata Gwybodaeth sylfaenol am brosesau a gweithdrefnau tendro. 				
Sgiliau Ymarferol / Personol					

Job Description

Post Name	Procurement & Payments Assistant
Service	Finance and Procurement
Grade	4
Spinal Point/s	4
Salary	£23,114 pro rata
Job Purpose	The main purpose of the post is to prepare and oversee quotation exercises, raise orders and undertake payments work.
Location	Canolfan Rheidol
Hours of Work	18.5
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Contracts Manager
Supervisory/Managerial Responsibilities	None
Accountability	<ul style="list-style-type: none"> • For the timely, efficient and accurate raising of official Council Purchase Orders. • For the safekeeping and use of a Council credit card and submitting valid receipts promptly after the end of each statement period. • For a Council laptop
Contractual Terms Associated with the Post	
Duties and Responsibilities	
<ul style="list-style-type: none"> • Maintaining a high level of customer focus, supporting internal customers to ensure their legitimate requirements are met. • Prioritising work to ensure there are no delays in processing orders with time constrained requirements. • Reviewing requests to raise orders to ensure compliance with the Contract Procedure Rules and best value for the Council. • Sourcing goods and services, liaising with Procurement officers as necessary. • Promptly executing requests to raise orders for goods, works and services, ensuring accuracy and compliance with the Council's Contract Procedure Rules. • Undertaking and overseeing requests for quotation exercises, including creating electronic Quick Quotes, ensuring all appropriate documentation is included. • Monitoring the Quick Quote process including dealing with queries. • Ensuring Quick Quote acceptance procedures are followed and details of the award are recorded accurately in the Contracts Register. • Dealing with suppliers to ascertain and confirm order related information, make delivery arrangements and to resolve issues after orders have been placed, such as arranging returns and credit notes. • Ensuring appropriate officers receipt the orders on the purchasing system promptly after they have been fulfilled satisfactorily. • Maintaining accurate records of the requests for purchase orders received and when they were processed. 	

- Booking hotels, hire cars, train tickets and flights as required by officers from all service areas.
- Carry out processes associated with the Council's credit card and virtual payments.
- Dealing with general administration associated with invoice payment processing.
- Providing cover for invoice inputting when required.
- Collecting the necessary information for setting up new suppliers on the central payments system, when it is likely these suppliers will be used more than once.
- Collating information for reports as required
- The duties may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.

Job Evaluation Post Ref

JD 1178

Person Specification

Essential							
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSEs at grade C or above to include Maths and English (alternatively demonstrable experience in work requiring literal and numerical skills). A-Levels or an equivalent NVQ Qualification. 						
Welsh Linguistic Skills	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Listening/Speaking: Level 3</td> <td style="border: none;">The Welsh linguistic skills noted must be attained within two years of appointment.</td> </tr> <tr> <td style="border: none;">Reading: Level 2</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Writing Level 2</td> <td style="border: none;"></td> </tr> </table>	Listening/Speaking: Level 3	The Welsh linguistic skills noted must be attained within two years of appointment.	Reading: Level 2		Writing Level 2	
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Listening/Speaking: Level 4	The English linguistic skills noted are required on appointment						
Reading: Level 5							
Writing Level 5							
Practical and personal skills	<ul style="list-style-type: none"> Reliability and able to carry out tasks with accuracy and ability to demonstrate initiative. Ability to use Payments, Procurement (Including Quick Quotes) and Financial Systems Capable of organising and prioritising work. Ability to work individually and as a member of a team. Ability to communicate with all levels in the organisation. Ability to interpret and apply procedures consistently and tactfully. Data presentation skills. Ability to communicate effectively both verbally and in writing with existing and prospective suppliers. Experience of using Microsoft Office (minimum Basic Level). Willingness to learn. Knowledge of Sell2wales, local, regional and national framework agreements. Good customer service skills and a positive can do attitude. 						
Required Experience	<ul style="list-style-type: none"> Using an electronic based system for ordering and for payment. Minimum of 2 years' experience of working in an office or similar relevant environment. 						
Training/education required to be undertaken for the post/worked towards	N/A						
Desirable							
Qualifications / Training	<ul style="list-style-type: none"> Experience of interrogating different systems to produce a single data file. Basic knowledge of tendering processes and procedures. 						
Practical / Personal Skills							