

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Cyllid - Systemau a Datblygiadau
Gwasanaeth	Cyllid a Chaffael
Graddfa	12
Pwynt/iau Cyflog	35 - 37
Cyflog	£44,711 - £46,731 y flwyddyn
Pwrpas y Swydd	Rheoli meysydd gwaith amrywiol yr adran gan gynnwys: • Rheoli a Datblygu Systemau Cyllid • Cronfeydd Ymddiriedolaeth • Rheolaeth Ariannol ar gyfer y Gwasanaethau gan gynnwys Cyllid a Chaffael, y Grŵp Arweiniol, ac Ardollau, Premiymau Treth y Cyngor a chronfeydd wrth gefn. • Rheoli'r gwaith o lenwi'r ffurflenni RO ac RA yn flynyddol. • Datblygiadau Corfforaethol
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol – Cyllid Corfforaethol (Dirprwy swyddog adran 151
Cyfrifoldebau Goruchwyllo / Rheoli	Bod yn Rheolwr llinell i 3 aelod o'r staff: • 1 Cyfrifydd Datblygu (gradd 10) • 1 Uwch-weinyddwr Systemau (gradd 9) • 1 Cyfrifydd dan hyfforddiant / newydd raddio (gradd 8/10)
Atebolrwydd	Cyfrifol am uniondeb y system ariannol. Diogelu'r gliniadur.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

- Arwain a rheoli gwasanaethau effeithiol gan gynnwys Systemau Ariannol, Cronfeydd Ymddiriedolaeth, Datblygiadau a Rheolaeth Ariannol a sicrhau bod canlyniadau'n cael eu cyflawni.
- Arwain a rheoli'r gwaith o ddarparu'r System Gwybodaeth Ariannol TG a Systemau Ariannol eraill, gan sicrhau bod rheolaethau ar waith.
- Sicrhau y defnyddir technoleg bresennol a newydd yn llawn er mwyn diwallu angen yr Awdurdod i addasu a gwella'n ddigidol gydag adnoddau cyfyngedig.
- Ymchwilio, gwerthuso, dogfennu, ac argymell a chyflawni gwelliannau i arferion y systemau a'r gwaith.
- Datblygu a symleiddio systemau a phrosesau i wneud arbedion effeithlonrwydd a gwella arferion gwaith.
- Cynnal ystod lawn o waith datblygu ariannol gan gynnwys bod yn swyddog arweiniol ar gyfer Datblygu a Systemau Ariannol a rhoi pwys mawr ar gydymffurfio â rheoliadau a chodau ymarfer cyfrifyddu.
- Sicrhau y rheolir prosiectau yn briodol gan gynnwys adolygu cynnydd datblygiadau, monitro perfformiad, adrodd i reolwyr, a chychwyn camau unioni.
- Arwain a rheoli gwaith rheolaeth ariannol effeithiol y meysydd gwasanaeth a neilltuir.
- Arwain a rheoli Cronfeydd Ymddiriedolaeth y Cyngor a'r Ysgolion gan sicrhau cydymffurfiaeth â Rheoliadau'r Comisiwn Elusennau.
- Arwain a rheoli'r gwaith o gyflwyno'r ffurflenni RO ac RA yn flynyddol.
- Ymchwilio, derbyn a pharatoi data a gwybodaeth sy'n ofynnol i sicrhau bod y Cyngor yn cydymffurfio â'r rheoliadau a'r cyfreithiau perthnasol.
- Dadansoddi a chyflwyno data a gwybodaeth.
- Cysylltu â rhanddeiliaid allweddol eraill, gan gynnwys darparwyr archwilio a meddalwedd, er mwyn datrys materion cymhleth.
- Gweithio'n agos gydag uwch swyddogion o holl wasanaethau'r Cyngor, megis TGCh ac Archwilio Mewnol o ran Systemau, a swyddogion Cyfreithiol o ran Cronfeydd Ymddiriedolaeth.
- Gweithio'n agos gyda chyflenwyr meddalwedd a swyddogion o Lywodraeth Cymru.
- Cefnogi'r trefniadau rheoli perfformiad gan gynnwys adrodd ar berfformiad.
- Paratoi cynlluniau busnes timau er mwyn cefnogi'r gwasanaeth a'i amcanion.
- Ar brydiau, cyflwyno adroddiadau i Grŵp Arweiniol y Cyngor a'r Pwyllgorau a arweinir gan yr Aelodau.
- Rheoli tasgau ac adnoddau staffio a chydlynu'r cynlluniau gwaith o ddydd i ddydd er mwyn sicrhau y gwneir defnydd digonol o'r adnoddau i fodloni'r terfynau amser a'r targedau.
- Dilyn polisiâu cyfle cyfartal ac iechyd a diogelwch y Cyngor wrth gyflawni dyletswyddau'r swydd ac fel gwas cyflog i'r Cyngor.
- Nodi ac adrodd unrhyw anghysonderau i'r Rheolwyr a'r Prif Archwilydd Mewnol.
- Nid yw'r dyletswyddau a nodir yn cynnwys popeth a bydd y swydd yn cynnwys unrhyw ddyletswyddau neu gyfrifoldebau eraill sy'n gymesur â lefel y swydd ac mewn ymateb i newid/ adolygu sefydliadol, ac i hwyluso hyblygrwydd.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n briodol i radd a natur y gwaith ac sy'n rhesymol i ofyn amdanynt i sicrhau perfformiad effeithlon y Gwasanaeth.
- Yn gyfrifol am awdurdodi trafodion banc electronig - drwy wefan ddiogel banc y Cyngor - o rhwng £10k a £10m.

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Cyfrifydd â chymhwyster CCAB (CIPFA, ACCA, ACA neu CIMA) (neu brofiad amlwg cyfatebol) - Datblygu Proffesiynol Parhaus cyfredol - Deall Rheolau Gweithdrefnau Ariannol a Chontractau (Rheoliadau Ariannol) mewn sefydliad. - Cymhwyster TGCh cydnabyddedig sy'n cyfateb i NVQ Lefel 4 neu uwch (neu brofiad amlwg cyfatebol) - Cymhwyster cydnabyddedig rheoli prosiectau (neu brofiad amlwg cyfatebol)	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 2 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Gallu rheoli ystod o wasanaethau yn effeithiol gan ddefnyddio amrywiaeth o ddisgyblaethau arbenigol. - Yn barod i ymgymryd â heriau a phrosiectau newydd. - Gallu canolbwyntio ar y nod, yn ymroddgar, meddwl ymlaen, ac eisiau defnyddio'ch sgiliau i sicrhau newid cadarnhaol. - Yn gallu i gyflwyno delwedd broffesiynol bob amser. - Gallu gweithredu egwyddorion cyfrifyddu i brosesau'r gyllideb, monitro a rheoli a chau cyfrifon. - Gallu gweithio'n effeithiol gydag uwch reolwyr. - Gallu cydlynu, dehongli, gwerthuso, crynhoi a lledaenu gwybodaeth o amrywiaeth o ffynonellau. - Bod yn greadigol gan roi sylw eithriadol i fanylion. - Gallu a gwybodaeth o ran creu, datblygu a gweithredu polisïau a strategaethau. - Gallu cyfathrebu materion cymhleth yn effeithiol a chynrychioli'r Cyngor wrth ymdrin â sefydliadau eraill. - Y gallu i ysgrifennu a chyflwyno adroddiadau, a darparu atebion, boed yn ariannol neu fel arall. - Yn ddigon hyblyg i weithio'n unigol neu fel rhan o dîm, yn ôl angen y sefyllfa, ac yn gallu blaenoriaethu llwythi gwaith a gweithio i derfynau amser. - Y gallu i ddefnyddio Microsoft Office (gan gynnwys Microsoft Excel) a systemau ariannol craidd yr Awdurdod a hynny i safon uchel. - Dangos diddordeb mewn datblygiad personol ac anghenion hyfforddi a datblygu'r staff.	
Profiad Hanfodol	- O leiaf dwy flynedd o brofiad Cyfrifeg ar ôl cymhwyso. (neu brofiad amlwg cyfatebol) - Dwy flynedd o brofiad o weinyddu System Gyllid TG neu o Ddatblygu System TGCh Ariannol	

	Dwy flynedd o brofiad Rheoli Prosiectau
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Datblygiad proffesiynol parhaus

Dymunol	
Cymwysterau / Hyfforddiant	Tair blynedd o brofiad o Gyllid Llywodraeth Leol
Sgiliau Ymarferol / Personol	Profiad o ddefnyddio Microsoft Power BI a/neu becynnau arloesi a datblygu eraill Office 365 (y tu hwnt i gynigion craidd Excel a Word)

Job Description

Post Name	Finance Manager - Systems & Developments
Service	Finance and Procurement
Grade	Grade 12
Spinal Point/s	35 – 37
Salary	£44,711 - £46,731 per annum
Job Purpose	To manage the sections diverse areas of work including: • Financial Systems Management & Developments • Trust Funds • Financial Management for Services including Finance & Procurement, Leadership Group and Levies, Council Tax Premiums & Reserves • Manage the completion of the RO & RA returns annually. • Corporate Developments
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager - Corporate Finance (Deputy s151)
Supervisory/Managerial Responsibilities	Line manage 3 staff: • Development Accountant (grade 10) x1 • Senior Systems Administrator (grade 9) x1 • Graduate / Trainee Accountant (grade 8/10) x1
Accountability	Accountable for the integrity of the financial system. Safeguard laptop.
Contractual Terms Associated with the Post	

Duties and Responsibilities

- To lead and manage effective services including Financial Systems, Trust Funds, Developments & Financial Management and ensure that outcomes are achieved.
- To lead and manage the delivery of the IT Financial Information System and other Financial Systems – ensuring controls are in place.
- Ensure full use of both existing and new technology in order to meet the Authority's need to bring about digital change and improvement within limited resources.
- Research, evaluate, document and recommend and deliver system and business practice improvements.
- Develop and streamline systems and processes to make efficiencies and improve working practices.
- Carry out a full range of financial related development work including being the lead officer for Financial System Developments and having full regard to compliance with regulations and accounting codes of practice.
- Ensure appropriate Project management is in place including to review progress of developments, monitor performance and report to management and instigate corrective action.
- Lead and manage the effective financial management of Service areas allocated.
- Lead and manage the Council and School Trust Funds ensuring compliance with Charity Commission Regulations.
- Lead and manage the submission of the annual RO & RA returns.
- Research, obtain, and prepare data and information required to ensure that the Council is compliant with regulations and relevant laws.
- Analyse and present data and information.
- Liaise with other key stakeholders in order to solve complex issues including audit and software providers.
- Work closely with senior officers from all Services within the Council, including ICT and Internal Audit regards Systems, and Legal officers with regard to Trust Funds.
- Work closely with Software Suppliers and officers from Welsh Government.
- Support performance management arrangements including reporting on performance.
- Prepare team business plans that support the service and its ambitions.
- On occasion present reports to the Council's Leadership Group and Member led Committees.
- Manage tasks and staff resource and co-ordination of day-to-day work planning to ensure adequate use of resources to meet deadlines and targets.
- Abide by the Council's equal opportunities and health and safety policies in the duties of the post and as an employee of the Council.
- Identify and report any irregularities to Management and /Chief Internal Auditor.
- The duties outlined are not meant to be an exhaustive list and will comprise any other duties and responsibilities at a level appropriate to the post and in response to organisational change/ review and to assist flexibility.
- Undertake any other duties appropriate to the grade and character of the work as may reasonably be required to ensure the efficient performance of the Service.
- Responsible for authorizing electronic bank transactions - through the secure bank website of the Council - ranging from £10k to £10m.

Job Evaluation Post Ref

JD 1764-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	• CCAB qualified accountant (CIPFA, ACCA, ACA or CIMA) (or equivalent demonstrable experience) • Up to date Continuous Professional Development (CPD) • Understanding of the Financial and Contract Procedure Rules (Financial Regulations) in an organization. • A recognised ICT qualification equivalent to NVQ Level 4 or higher (or equivalent demonstrable experience) • A recognised Project management qualification (or equivalent demonstrable experience)	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted are required on appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing: Level 4	The English linguistic skills noted are required on appointment.
Practical and personal skills	• Be able to effectively manage a range of services using a range of specialist disciplines. • A willingness to undertake new challenges and projects. • To be focused, driven, forward thinking, and want to use your skills to deliver positive change. • Ability to present a professional image at all times. • Be able to apply accounting principles to the budget process, monitoring and control and closure of accounts. • Able to work effectively with senior managers. • Be able to co-ordinate, interpret, evaluate, consolidate, and disseminate information from a variety of sources. • Be creative with exceptional attention to detail. • Ability and knowledge of creating, developing and implementing policies and strategies. • Effective communicator of complex issues and be able to represent the Council in dealings with other organisations. • Ability to write and present reports, to provide solutions, financial or otherwise. • Flexible enough to work either individually or as part of a team as the situation demands, and able to prioritise workloads and work to deadlines. • Ability to use Microsoft Office solutions (including Microsoft Excel), and the Authority's core financial systems to a high standard. • Demonstrate an interest in personal development and training and development needs of staff.	
Required Experience	• Minimum of 2 years post qualification Accountancy experience (or equivalent demonstrable experience)	

	• 2 years IT Finance System Administration or Finance System ICT Development experience • 2 years Project Management experience
Training/education required to be undertaken for the post/worked towards	• Continuous Professional Development.

Desirable	
Qualifications / Training	• 3 years Local Government Finance experience
Practical / Personal Skills	• Use of Microsoft Power BI and/or other Office 365 innovative and developmental products (beyond the core Excel, Word offerings)