

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Prynu i Daliadau (P2P)
Gwasanaeth	Cyllid a Chaffael
Graddfa	11
Pwynt/iau Cyflog	32 - 34
Cyflog	£42,839 - £45,091 y flwyddyn
Pwrpas y Swydd	Cefnogi'r Rheolwr Corfforaethol – Caffael a Chomisiynu i ddarparu gwasanaethau caffael a thaliadau'r Cyngor gan gynnwys rheoli'r prosesau ar gyfer archebion a thaliadau'n effeithlon, gan sicrhau y dilyni'r prosesau cydymffurfio, bod archebion yn cael eu gwneud, a bod taliadau'n cael eu gwneud mewn modd amserol.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol – Caffael a Thaliadau
Cyfrifoldebau Goruchwyllo / Rheoli	• rheoli 6 Swyddog Taliadau (5.5 cyfwerth ag amser llawn) • rheoli 1 Uwch Gynorthwyydd Caffael • rheoli 1 Cynorthwyydd Cefnogi Caffael a Thaliadau • rheoli 5 Cynorthwyydd Caffael a Thaliadau (4 cyfwerth ag amser llawn) • rheoli gweithwyr dros dro o bryd i'w gilydd yn ôl yr angen.
Atebolrwydd	• yn atebol am sicrhau bod credydwy'r a thaleion hollbwysig eraill y Cyngor yn cael talu'n brydlon • sicrhau bod archebion prynu'n cael eu gwneud mewn modd amserol • cadw gliniadur yn ddiogel
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

Holl gyfrifoldebau goruchwylio a bod yn rheolwr llinell uniongyrchol ar gyfer y Tîm Prynu i Dalu canolog gan gynnwys dosbarthu gwaith, hyfforddiant ac ymdrin â materion yn ymwneud â'r staff o ddydd i ddydd, yn ogystal â chwblhau adroddiadau / ffurflenni rheoli staff.

- ymgymryd â rôl arweiniol o ran rheoli, cymell a chynghori staff o fewn eu rolau priodol gan gynnwys darparu cyngor, arweiniad a chymorth ar achosion cymhleth a materion yn ymwneud â staff. Rheoli'r holl adnoddau sydd ar gael er mwyn darparu gwasanaeth sy'n cynnig gwerth da am arian ac sy'n canolbwyntio ar y cwsmer, gan fodloni anghenion y Cyngor gyda phwyslais ar ddarparu gwasanaeth o safon uchel
- monitro perfformiad y gwasanaeth a chynllunio sut i wella'r gwasanaeth. Cynorthwyo i baratoi cynlluniau busnes lefel 3 blynyddol gan osod targedau a cherrig milltir. Monitro cynnydd, cyraeddiadau a gwelliannau yn barhaus a chymryd camau unioni pan fo hynny'n briodol er mwyn cyflawni'r cynllun
- sicrhau bod data'n cael ei fewnbynnu a'i brosesu'n gywir ar draws yr ystod o brosesau prynu a thalu, ynghyd â sicrhau cydymffurfiaeth â rheoliadau a chodau ymarfer cyfrifyddu
- ymgymryd â rôl arweiniol o ran herio ceisiadau i brynu a phenderfynu ar y llwybr caffael mwyaf addas ar gyfer y gofynion, sicrhau bod y fframweithiau, Quick Quotes, a'r tendrau'n cael eu defnyddio'n gywir i sicrhau gwerth am arian a sicrhau cydymffurfiaeth â Rheolau Gweithdrefn Contractau'r Cyngor
- ymgymryd â rôl arweiniol o ran adnabod a gweithredu systemau a phrosesau newydd, gan wneud defnydd llawn o'r dechnoleg sydd ar gael er mwyn sicrhau bod y gwasanaeth Prynu i Dalu yn effeithlon
- cynorthwyo i weithredu systemau a rhyngwynebau systemau newydd, gan drafod â'r gwasanaeth TG a defnyddwyr y gwasanaeth yn ôl yr angen, gan gynnwys fel aelod o dîm prosiect
- datrys anghydfodau â chredydwyr yn rheolaidd, gan gynnwys y rhai cymhleth
- sicrhau bod cyn lleied â phosib o daliadau dyblyg drwy sicrhau defnydd effeithiol o'r feddalwedd adrodd am daliadau dyblyg. Pan fo taliadau dyblyg neu daliadau anghywir yn cael eu gwneud ar gamgymeriad, bydd disgwyl i ddeiliad y swydd gymryd camau er mwyn adennill y ddyled. Codi anghysondebau gyda'r staff a rhoi cyfarwyddyd iddynt ynghylch y camau gweithredu sydd angen eu cymryd
- cyflawni dyletswyddau ar gyfer trosglwyddo arian tramor
- dosbarthu Talebau ar gyfer Datganiadau Treth i Is-gontractwyr a sicrhau bod treth sy'n gysylltiedig â chynllun y diwydiant adeiladu (CIS) yn cael ei thalu i Gyllid a Thollau ei Fawrhydi (HMRC). Creu adroddiadau misol a chysoni'r dreth sydd wedi'i thalu sy'n gysylltiedig â chynllun y diwydiant adeiladu (CIS) yn flynyddol
- cynorthwyo swyddogion y Cyngor gydag arfarniadau treth IR35 er mwyn sicrhau cydymffurfiaeth â'r ddeddfwriaeth
- bod yn gyfrifol am gadw dogfennau – copïau caled ac electronig
- bod yn gyfrifol am sicrhau bod cyflenwad digonol o sieciau, a'u bod yn cael eu storio a'u rhoi mewn modd sy'n cydymffurfio â'r ddeddfwriaeth
- rheoli cardiau credyd y Cyngor, gan sicrhau y cânt eu defnyddio'n briodol a sicrhau bod data ynghylch gwariant yn cael ei uwch lwytho mewn modd amserol
- bod yn gyfrifol am gadw ac addasu manylion ynghylch Deiliaid Arian Mân a Fflôt Arian ar gyfer pob adran
- sicrhau bod ceisiadau rhyddid gwybodaeth a cheisiadau mynediad at ddata gan y testun yn cael ymateb mewn modd amserol
- bod yn gyfrifol am gynnal a chadw Rhestr Llofnodwyr Awdurdodedig y Cyngor
- darparu cyngor arbenigol o safon ynghylch caffael a phrosesau Prynu i Dalu'r Cyngor, gan gynnwys y defnydd o fframweithiau a chontractau corfforaethol
- sicrhau bod y prosesau prynu o fewn y Cyngor yn cydymffurfio drwy wneud y canlynol:
 - darparu hyfforddiant
 - cysylltu â chyflenwyr

- darparu arweiniad i ddefnyddwyr gan gynnwys sell2wales.co.uk
- defnyddio meddalwedd e-dendro

- cyfrifo a chofnodi arbedion contract
- dadansoddi grwpiau mawr o ddata gan ddefnyddio taenlen a chyflwyno'r wybodaeth hon mewn fformat priodol
- bod yn ymwybodol o'r datblygiadau diweddaraf ym maes caffael a thaliadau
- cynrychioli'r Cyngor yn lleol, yn rhanbarthol ac yn genedlaethol
- darparu adroddiadau diweddarau / papurau briffio er gwybodaeth
- cynorthwyo a sicrhau y bodlonir anghenion datblygu a hyfforddi'r staff sy'n gyfrifol am brynu, gan gynnwys staff o fewn y Tîm Prynu i Dalu a staff arall y Cyngor
- rheoli contractau a fframweithiau corfforaethol penodol, megis offer swyddfa, deunydd ysgrifennu, dodrefn, cyfarpar diogelu personol, cyfieithu a dehongli, teithio a llety, hurio ceir ac ati
- monitro archebion a chofnodi gwybodaeth berthnasol am y contractau a ddyfernir
- hwyluso a hyrwyddo cyrchu nwyddau yn lleol drwy herio ceisiadau caffael ac archwilio cyflenwyr lleol
- cefnogi busnesau bach a chanolig drwy dalu eu hanfonebau'n gynt os oes angen
- cysylltu â Thimau Caffael a Thaliadau cyrff cyhoeddus eraill, er mwyn cydweithio ar y gwersi a ddysgwyd ac er mwyn rhannu arfer dda
- cynnal perthnasoedd ag Adnoddau Dynol, Cyllid, Archwilio a gwasanaethau eraill ar draws y Cyngor, er mwyn datrys problemau a / neu eu cynorthwyo yn ôl yr angen
- mynd ati i annog a chynorthwyo'r Tîm Prynu i Dalu i weithio mewn ffordd sy'n gwbl integredig gyda holl aelodau eraill y Gwasanaeth Caffael a Chomisiynu er mwyn datblygu a chynnal ethos o un tîm
- mynd ati i ymgysylltu a chyfathrebu â'r rhanddeiliaid er mwyn gwella dealltwriaeth o'r rheolau, y gweithdrefnau, y rolau a'r cyfrifoldebau
- dyletswyddau perthnasol eraill sy'n gymesur â lefel y swydd

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1712-01

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- NVQ Lefel 5 Rheolaeth neu cymhwyster cyfatebol NEU - AAT Lefel 4 neu cymhwyster cyfatebol A 4 blynedd o brofiad mewn rôl reoli lle mae o leiaf rhan o'r amser hwnnw'n cynnwys rheoli staff / timau.
Sgiliau ieithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatgu. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	gwybodaeth am gaffael, archebu a rheoli taliadau a gallu gweithio yn y meysydd hyn mewn sefydliad mawr a chymhleth

	• gwybodaeth am Reoliadau Caffael, Polisiâu a Rheolau Gweithdrefn Contractau mewn sefydliad • dealltwriaeth o Reoliadau Ariannol mewn sefydliad • dealltwriaeth o ofynion treth IR35 a Chynllun y Diwydiant Adeiladu (CIS) Cyllid a Thollau ei Fawrhdy • gwybodaeth am BACS, CHAPS, trosglwyddiadau, Debyd Uniongyrchol a throsglwyddo arian tramor, a phrofiad o ddefnyddio'r rhain • gwybodaeth am weinyddu arian mân o fewn sefydliad mawr, a phrofiad o gyflawni'r gwaith hwn • cynorthwyo i ddatblygu polisiâu, arferion a gweithdrefnau • gwybodaeth am arferion tendro'r sector cyhoeddus • defnyddio technoleg o ddydd i ddydd yn y broses Prynu i Dalu • arddangos defnydd o systemau talu ac archebu electronig • gwybodaeth am a dealltwriaeth o'r defnydd o fesurau er mwyn adnabod twyll, a'r gweithdrefnau i'w dilyn pe amheuir bod twyll wedi'i gyflawni • gwybodaeth am a dealltwriaeth o bwysigrwydd diogelu data, a'r gweithdrefnau i'w dilyn er mwyn diogelu yn erbyn achosion o dorri diogelwch data • gwybodaeth am waith cydweithredol, a phrofiad ohono • tystiolaeth o sgiliau da o ran rheoli prosiectau a dadansoddi • dealltwriaeth dda o gynlluniau budd i'r gymuned a chaffael cynaliadwy • y gallu i ddatrys anghydfodau â chwsmeriaid mewnol ac allanol mewn modd effeithiol ac effeithlon, gyda phwyslais ar gynnal perthnasoedd addas • y gallu i gynnal eich hun mewn modd proffesiynol drwy'r amser • y gallu i weithio'n effeithiol gydag uwch reolwyr • y gallu i gydlynu, dehongli, gwerthuso, crynhoi a rhannu gwybodaeth o ffynonellau amrywiol • y gallu i fynegi materion cymhleth yn effeithiol a gallu cynrychioli'r Cyngor wrth ddelio â chyflenwyr a sefydliadau eraill • yn ddigon hyblyg i weithio'n annibynnol neu'n rhan o dîm yn dibynnu ar y sefyllfa, ac yn gallu blaenoriaethu gwaith a bodloni terfynau amser • y gallu i ddefnyddio rhaglenni Microsoft Office, a systemau cyllid craidd yr Awdurdod • y gallu i egluro materion cymhleth yn ymwneud â Phrynu i Dalu yn effeithiol i'r uwch reolwyr • parodrwydd i ymgymryd â heriau a phrosiectau newydd
Profiad Hanfodol	• o leiaf 3 blynedd o brofiad o weithio ym maes Caffael a / neu Daliadau ar lefel Swyddog mewn sefydliad mawr yn y Sector Cyhoeddus / Preifat

	• profiad o reoli timau, O leiaf 4 blynedd • gweithio gyda systemau cyllid cyfrifiadurol
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• hyfforddiant Diwygio Caffael yn ôl yr angen ar lefel sy'n addas ar gyfer y swydd • Diploma Lefel 3 ILM mewn Arweinyddiaeth a Rheolaeth • Datblygiad Proffesiynol Parhaus diweddar sy'n ymdrin â'r uchod

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	• datblygiad Proffesiynol Parhaus
Sgiliau Ymarferol / Personol	• sgiliau ysgrifennu adroddiadau • sgiliau rheoli prosiectau

Job Description

Post Name	Purchase to Payments (P2P) Manager
Service	Finance and Procurement
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45,091 per annum
Job Purpose	To support the Corporate Manager – Procurement & Commissioning with the delivery of the Council's procurement and payments services including efficient management of the ordering and payments functions, ensuring accurate compliant processes are followed, orders are raised, and payments are made in a timely manner.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager – Procurement & Payments
Supervisory/Managerial Responsibilities	• manage 6 Payments Officers (5.5 FTE) • manage 1 Senior Procurement Assistant • manage 1 Support Assistant Procurement & Payments • manage 5 Procurement & Payment Assistants (4 FTE) • manage ad-hoc temporary workers from time to time as necessary
Accountability	• accountable for ensuring timely payment of the Council's creditors and other critical payees • ensuring purchase orders are raised in a timely manner • safeguard laptop
Contractual Terms Associated with the Post	

Duties and Responsibilities

Full direct line management and supervision responsibility of the central Purchase to Pay Team including allocation of work, training and all day-to-day staffing matters, as well as completing staff management reports/returns.

- take the lead role in managing, motivating and guiding staff within their respective roles including the provision of advice, guidance and assistance on complex cases and staffing matters. Manage all resources available in order to deliver a value for money, customer focused service, meeting the Council's needs with a strong emphasis on providing high quality service provision
- monitor the performance of the service and plan for service improvements. Assist with the preparation of annual level 3 business plans with targets and milestones. Continually monitor the progress, achievements and improvement and take corrective action where necessary to achieve the plan
- ensure the accurate input and correct processing of data is performed across the range of purchasing and payments functions, whilst also ensuring compliance with regulations and accounting codes of practice
- take a leading role in challenging purchase requests and determining the most appropriate procurement route for requirements, ensuring the correct use of frameworks, Quick Quotes, and tenders to obtain value for money and compliance with the Council's Contract Procedure Rules
- take a leading role in identifying and implementing new systems and processes, making full use of technology available to facilitate an efficient P2P service
- assist with the implementation of new systems and system interfaces, liaising with IT and user services as necessary, including as a member of a project team
- resolve disputes with creditors regularly as required, including those of a complex nature
- ensure that duplicate payments are kept to a minimum through the effective use of the duplicate payment reporting software. Where duplicate, or incorrect payments are made in error, to take action to recover the debt. Take up discrepancies with staff involved and instruct them on action to be taken as required
- carrying out duties for foreign currency transfer of funds
- issue Tax Statement Vouchers to Sub-contractors and ensure CIS related tax is paid to HMRC. Produce monthly reports and annual reconciliation of CIS Tax paid
- assist Council officers with IR35 tax evaluations to ensure compliance with legislation
- responsible for the retention of documents – hard copy and electronic
- responsible for ensuring there is an adequate supply of cheques, and they are stored and issued in compliance with legislation
- manage the Council's credit cards, ensuring compliant use and timely uploading of expenditure data
- responsibility for maintaining and amending Petty Cash and Change Float Holder details for all departments
- ensure Freedom of Information and Subject Access requests receive a timely response
- responsible for the maintenance and upkeep of the Council's Authorised Signatories List
- provide high quality and expert advice on procurement and the Council's P2P processes, including the use of corporate contracts and frameworks
- ensuring that purchasing processes within the Council are compliant by:
 - training
 - liaising with suppliers
 - providing guidance to users including sell2wales.co.uk
 - using e-tendering software tools.
- calculate and record contract savings
- analyse large sets of data using a spreadsheet and presenting this information in an appropriate format

- keeping up to date with latest developments in procurement and payments
- representing the Council at local, regional, and national level
- provide update reports / briefing papers for information
- assist with and ensure that development and training needs of staff responsible for purchasing are met, including staff within the P2P Team and other council staff
- contract manage certain corporate contracts and frameworks such as office supplies, stationery, furniture, PPE, translation and interpretation, travel and accommodation, car hire etc.
- monitor purchasing and record relevant information about contracts awarded
- facilitate local sourcing of goods by challenging procurement requests and investigating local sources of supply
- support SMEs by expediting payment of their invoices if required
- liaise with other public sector Procurement and Payment Teams, in order to collaborate on lessons learned and sharing best practice
- maintain relationships with HR, Finance, Audit and other services across the Council, to resolve issues and / or assist them as necessary
- actively encourage and facilitate the P2P Team to work in a fully integrated way with all other members of Procurement and Commissioning to develop and maintain a single team ethos
- actively engage and communicate with stakeholders to improve understanding of rules, procedures, roles and responsibilities
- other relevant duties commensurate with the level of the post

Job Evaluation Post Ref

JD 1712-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	• NVQ Level 5 Management or equivalent qualification OR • AAT Level 4 or equivalent AND • 4 years experience in a management role of which at least part of that time involves managing staff/teams
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by email to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Practical and personal skills	• ability and knowledge of procuring, ordering and managing payments in a large and complex organisation • knowledge of Procurement Regulations, Policies and Contract Procedure Rules in an organisation
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	• understanding of Financial Regulations in an organisation • understanding of HMRC CIS and IR35 tax requirements • knowledge and experience of the application of BACS, CHAPS, transfers, Direct Debit and foreign currency transfer of funds • knowledge and experience of administering petty cash in a large organisation • assisting with the development of policies, practices and procedures knowledge of public sector tendering practice • making use of technology in the day to day P2P operation • demonstrate use of electronic payment and ordering systems • knowledge and understanding of the use of controls to identify fraud, and procedures to follow should fraud be suspected • knowledge and understanding of importance of data protection, and procedures to follow to protect against data breaches • knowledge and experience of collaborative working • evidence of good project management and analytical skill • good understanding of community benefits and sustainable procurement • an ability to resolve disputes with internal and external customers in an efficient and effective manner, and with an emphasis on maintaining appropriate relationships • ability to present a professional image at all times • ability to work effectively with senior managers • ability to co-ordinate, interpret, evaluate, consolidate, and disseminate information from a variety of sources • effective communicator of complex issues and be able to represent the Council in dealings with other organisations and suppliers • 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, and the Authority's core financial systems • ability to explain complex P2P matters effectively to senior managers • a willingness to undertake new challenges and projects
Required Experience	• at least 3 years' experience in Public/Private Sector Procurement and/or Payments at Officer level within a large organisation • experience of managing teams, at least 4 years. • working with computerised financial systems
Training/education required to be undertaken for the post/worked towards	• Procurement Reform training as required at a level suitable to the role • ILM Level 3 Diploma in Leadership and Management • up to date Continuous Professional Development (CPD) covering all of the above

Desirable Requirements	
Qualifications / Training	• continuous Professional Development
Practical / Personal Skills	• report writing skills • project management skills