

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Cyfrifeg
Gwasanaeth	Cyllid a Chaffael
Graddfa	Graddfa 8
Pwynt/iau Cyflog	18-22
Cyflog	£31,537 -£33,699
Pwrpas y Swydd	Cynorthwyo Rheolwr y Gwasanaeth a'r Cyfrifydd Cynorthwyol i gyflawni'u cyfrifoldebau er mwyn darparu gwasanaeth ariannol cywir a phrydlon.
Lleoliad	Gweithio o Adre / Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos, cynllun gweithio oriau hyblyg. Parodrwydd i weithio oriau afreolaidd os bydd angen.
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Swyddog Cyllid
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	<ul style="list-style-type: none"> Mae'r swydd yn golygu gweithio ar eich liwt eich hun yn gyffredinol o fewn y terfynau amser a osodir gan Gyfrifydd y Gwasanaeth a/neu'r Cyfrifydd Cynorthwyol, a fydd hefyd yn darparu cyngor a chyfarwyddyd fel bo angen. Mae elfen Gyfrifyddu'r swydd wedi'i seilio'n rhannol ar y Codau Ymarfer Cyfrifyddu a chanllawiau / deddfwriaeth cysylltiedig eraill. Fodd bynnag, gyda'r elfennau hynny o'r swydd sy'n ymwneud â Rheolaeth a Chyngor Ariannol a/neu ddarparu gwybodaeth i Sefydliadau Allanol, disgwylir i ddeiliad y swydd fod yn rhagweithiol, yn greadigol, ac yn gallu cyfathrebu'r materion allweddol, gan fod yn llwyr atebol ar yr un pryd i Reolwr y Gwasanaeth a/neu Gyfrifydd y Gwasanaeth
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- Sicrhau bod gwybodaeth ariannol ac anariannol berthnasol yn cael ei darparu i ystod o unedau busnes gan weithio i Swyddogion Arweiniol Corfforaethol, staff mewnol, archwilio allanol a chyrrff allanol eraill ar gyfer meysydd gwasanaeth amrywiol ac arbenigol.
- Gweithio'n agos gydag ac i Ysgolion, Cyrff Llywodraethu a Phenaethiaid yn y sector cynradd.
- Yn gyfrifol am y cynllun benthycu ceir i weithwyr, gan gynnwys cysoni diwedd blwyddyn, datrys pob ymholiad a sicrhau bod unrhyw ddyled yn cael ei dilyn a'i hadennill.
- Sicrhau bod Adroddiad Terfynol Refeniw neu Alldro Cyfalaf y Cyngor yn cael ei gydlynu, ei gwblhau a'i gyflwyno i'r Cabinet.
- Sicrhau bod y ffurflen TAW fisol yn cael ei chwblhau'n gywir a'i chyflwyno ar amser, gan gynnwys sicrhau bod unrhyw TAW dramor yn cael ei dadansoddi'n gywir a'i haddasu drwy'r ffurflen TAW i gydymffurfio â deddfwriaeth TAW.
- Ymateb i amryw o ymholiadau TAW a darparu cyngor TAW i swyddogion o fewn pob adran yn ôl yr angen i sicrhau bod y Cyngor yn cydymffurfio â deddfwriaeth TAW, gan ddefnyddio perswad yn ôl yr angen.
- Cynorthwyo gyda datblygiadau a phrosiectau yn ymwneud â'r gwasanaeth.
- Sicrhau bod cyfrifiad Eithriad Rhannol y Cyngor yn cael ei gwblhau ar amser ac yn cydymffurfio â deddfwriaeth TAW.
- Cynorthwyo gyda rhedeg system Caffael y Cyngor, Derbyn Arian Parod, Rheoli Incwm, System Gwybodaeth Ariannol a System Adrodd o ddydd i ddydd.
- Cynorthwyo gyda thasgau rheoli ariannol misol a blynyddol amrywiol gan gynnwys cymodi credydwy'r rheoli incwm, clirio ataliad, a rheoli system gyllideb.
- Cydlynu a chwblhau ffurflenni statudol blynyddol amrywiol.
- Monitro, cysoni a diweddarau cyfrifon personol a chyfrifon rheoli.
- Dyrannu a goruchwylio gwaith y Technegydd Cyfrifeg a Chynorthwywyr Incwm.
- Cyflenwi yn ystod absenoldeb y Cynorthwy-ydd Cyfrifeg, y Technegydd Cyfrifyddu a'r Cynorthwywyr Incwm.

Cyfrifyddu

Darparu Gwasanaeth Cyfrifyddu effeithiol ac effeithlon ar draws amryw o swyddogaethau:

- Ymgymryd â'r gwaith o baratoi cyllidebau refeniw a chyfalaf manwl ar gyfer un neu ragor o Wasanaethau'r Cyngor, sy'n cynnwys nifer o unedau busnes amrywiol.
- Cynhyrchu gwybodaeth fonitro arian refeniw a chyfalaf fanwl ar gyfer deiliaid cyllidebau (hyd at lefel y Swyddog Arweiniol Corfforaethol) o fewn un neu ragor o Wasanaethau'r Cyngor, gan gynnwys gwasanaethau penodol lle mae'r gwaith o natur dechnegol uwch.
- Darparu hyfforddiant a chymorth i ddeiliaid cyllideb newydd (hyd at lefel y Swyddog Arweiniol Corfforaethol), o fewn un neu ragor o Wasanaethau'r Cyngor, ar sut i ddefnyddio a dehongli'r wybodaeth monitro ariannol.
- Paratoi ar gyfer cau'r cyfrifon blynyddol o fewn un neu ragor o Wasanaethau'r Cyngor, gan gynnwys gwasanaethau penodol lle mae'r gwaith o natur dechnegol uwch, a chydweithio â'r Archwiliad Allanol fel rhan o broses archwilio'r cyfrifon.

Rheolaeth a chynngor ariannol

Darparu Gwasanaeth Rheolaeth a Chynngor Ariannol effeithiol ac effeithlon ar draws amryw o swyddogaethau:

- Darparu cyngor ariannol proffesiynol cywir ac addysgiadol, sydd wedi'i gyflwyno'n briodol, i ddeiliaid cyllidebau anariannol ar bob lefel o fewn un neu ragor o Wasanaethau'r Cyngor hyd at lefel y Swyddog Arweiniol Corfforaethol.

- Dadansoddi a dehongli data ariannol cymhleth a chyfathrebu hwnnw'n effeithiol (yn ysgrifenedig ac ar lafar) i ddeiliaid cyllidebau anariannol ar bob lefel o fewn y Cyngor hyd at lefel y Swyddog Arweiniol Corfforaethol.
- Monitro a mynd ar drywydd dyledwyr allanol (e.e. cleientiaid digartref / cyrff ariannu grantiau) i sicrhau bod symiau sy'n ddyledus yn cael eu talu'n gywir ac yn brydlon.
- Cyfeirio tasgau o natur hynod gymhleth neu ddadleuol i Gyfrifydd Uwch, y Cyfrifydd Cynorthwyol Uwch a/neu'r Rheolwr Corfforaethol i gael cyngor a chyfarwyddyd.

Arian Grant

Darparu cymorth effeithiol ac effeithlon i brosiectau a Gwasanaethau mewn perthynas â cheisiadau am gyllid allanol a dyfarnu grantiau:

- Ymgymryd â'r gwaith o baratoi hawliadau a ffurflenni grantiau ariannol manwl ar gyfer gwasanaethau penodol a deiliaid cyllidebau lle mae'r gwaith o natur uwch, a chydweithio â'r Archwiliad Allanol a'r Cyllidwyr Allanol.
- Cynorthwyo i ddarparu gwybodaeth a chyngor ariannol i baratoi ceisiadau am arian grant.

Darparu gwasanaethau i sefydliadau allanol

- Cynorthwyo i gynhyrchu ac anfonebu ffioedd a thaliadau blynyddol (Taliadau Rhent), er enghraifft ar gyfer tai sydd wedi'u cysylltu â Gwaith Trin Carthffosiaeth y Cyngor.
- Darparu gwybodaeth ariannol i ddarparwyr allanol y Cyngor ar faterion perthnasol, a chynorthwyo a chydweithio â nhw mewn perthynas â dehongli a defnyddio'r wybodaeth honno.
- Ymateb gyda gofal i ymholiadau cwsmeriaid e.e. Rhyddid Gwybodaeth, archwilio cyfrifon, a rhoi gwybodaeth a ymchwiliwyd ac a gasglwyd gan y gwasanaeth ar waith er mwyn ymateb iddynt.
- Cynorthwyo i gyflenwi'r cynllun benthyciadau Tai, gan sicrhau cydymffurfiaeth â'r polisiau a'r gweithdrefnau, a bod y benthyciadau'n cael sylw prydlon.
- Cynorthwyo'r Cyfrifydd Uwch i ddarparu gwasanaeth rheolaeth ariannol llawn a chynhwysfawr ar gyfer prosiectau mawr.

TG / Systemau TG

- Defnyddio system Cyfrifyfr Ariannol y Cyngor a'i 4 modiwl (Cyfrifyfr Cyffredinol, Dyledwyr, Credydwyr ac E-gaffael) ac unrhyw offer ysgrifennu adroddiadau cysylltiedig hyd at lefel uwch.
- Sicrhau bod system codio cyfrifon addas i'r diben yn cael ei sefydlu a'i chynnal o fewn system Cyfrifyfr Ariannol y Cyngor ar gyfer un neu ragor o Wasanaethau'r Cyngor.
- Hyfforddi a darparu cymorth i unrhyw ddeiliaid cyllideb newydd a staff perthnasol o fewn un neu ragor o Wasanaethau'r Cyngor ar sut i ddefnyddio a chael y gorau o system Cyfrifyfr Ariannol y Cyngor (a'i 4 modiwl).
- Defnyddio systemau gwasanaeth eraill y Cyngor ac unrhyw offer ysgrifennu adroddiadau cysylltiedig hyd lefel uwch, gan gynnwys y Systemau Derbynebu Arian Parod, Rheoli Incwm a Bancio, a meddu ar y gallu i ddeall meysydd arbenigol, er enghraifft materion cyfrifon rhent dyddiol, wythnosol a blynyddol.
- Gosod o'r newydd, sefydlu a chynnal taenlenni a chronfeydd data lefel uwch fel sylfaen priodol ar gyfer holl agweddau gofynion y swydd.

Adnoddau

- Gweithredu fel llofnodwr awdurdodedig ar hawliadau grantiau ariannol mewnol sy'n gysylltiedig â phrosiectau y mae'r Cyngor yn eu rhedeg.
- Gweithredu fel peirianwaith cymorth ar gyfer swyddogaeth Rheoli'r Trysorlys ac ymgymryd â gofynion hanfodol y rôl honno (a gyflawnir fel arfer gan yr Uwch Gynorthwydd Cyfrifyddu Rhan-amser) yn ystod cyfnodau pan fydd y deiliad swydd

yn absennol – un ai oherwydd gwyliau blynyddol a drefnwyd ymlaen llaw neu ar fyr rybudd (e.e. salwch).

- Bod yn gyson gyfrifol am wirio taliadau ariannol CHAPS a wneir ar yr un diwrnod (sydd o werth ariannol sylweddol i'r Cyngor) cyn eu cyflwyno i'w hawdurdodi ar system fancio'r Cyngor.

Amrywiol / Arall

- Cyflawni dyletswyddau priodol eraill yn unol â cheisiadau Rheolwr y Gwasanaeth a/neu Gyfrifydd y Gwasanaeth, yn amodol ar anghenion y gwasanaethau ac yn unol â phroffil cyffredinol y swydd.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<p>Cyfrifyddu: Gradd Prifysgol (2.2 neu uwch) mewn maes sy'n cynnwys modiwlau Cyfrifyddu neu gymhwyster llawn Cymdeithas Technegwyr Cyfrifyddu Proffesiynol neu brawf o brofiad cyfatebol.</p> <p>Cyllid Allanol: Diploma CIPFA - Ymarfer Rheoli (Sgiliau Grant) neu brawf o brofiad cyfatebol.</p>	
Sgiliau Ieithyddol Cymraeg	<p>Gwrando/Siarad: Lefel 3</p> <p>Darllen: Lefel 2</p> <p>Ysgrifennu: Lefel 2</p>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	<p>Gwrando/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Dealltwriaeth o arferion Rheolaeth Ariannol o fewn Llywodraeth Leol. • Lefel gadarn o allu technegol i ddeall, cyfathrebu a chadw at safonau Cyfrifyddu, cysyniadau a chodau ymarfer cyfrifyddu ar draws amrywiaeth eang o wasanaethau. • Y gallu i weithio o fewn terfynau amser a phennu trefn blaenoriaeth ar gyfer llwythi gwaith sy'n cystadlu a gwrthdaro yn erbyn ei gilydd. • Y gallu i gyflawni tasgau hyd lefel uchel o gywirdeb, sylw i fanylion a phroffesiynoldeb. • Sgiliau canolradd yn y defnydd o feddalwedd Microsoft Excel (a brofir drwy asesiad) • Sgiliau canolradd yn y defnydd o gynnyrch arall gan Microsoft Office • Sgiliau uwch mewn perthynas â defnyddio a chwestiynu systemau Cyfriflyfrau Ariannol. • Lefel dda o sgiliau rhyngpersonol wedi'u cyfuno â'r gallu i gyfathrebu'n effeithiol ag amrywiaeth eang o gysylltiadau mewnol ac allanol, gan gynnwys cynrychioli'r Cyngor yn ffurfiol ar adegau wrth ymwneud â sefydliadau. 	
Profiad Hanfodol	<ul style="list-style-type: none"> • 3 blynedd o brofiad o gyfrifyddu gan gynnwys blwyddyn o brofiad ar ôl cymhwyso. • Prawf o brofiad o weithio ar eich liwt eich hun, gan gynnwys y gallu i nodi problemau ariannol a chymryd camau i ddelio â nhw mewn modd priodol. 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Hyfforddiant Defnyddwyr Uwch ar system Cyfriflyfr Ariannol y Cyngor, ei 4 modiwl ynghyd â'r system ysgrifennu Adroddiadau cysylltiedig. • Hyfforddiant Defnyddwyr Uwch ar system Rhenti Tai'r Cyngor ynghyd â'r system ysgrifennu Adroddiadau cysylltiedig. 	

	<ul style="list-style-type: none">• Hyfforddiant Defnyddwyr Uwch ar Systemau Derbyn Arian Parod, Rheoli Incwm a Bancio'r Cyngor ynghyd â'r system ysgrifennu Adroddiadau cysylltiedig.• Rhaglen Sefydlu Iechyd a Diogelwch Corfforaethol.
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Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Meddu ar drwydded yrru lawn

Job Description

Post Name	Accountancy Assistant
Service	Finance and Procurement
Grade	8
Spinal Point/s	18-22
Salary	£31,537 -£33,699
Job Purpose	To support the Service Manager and Assistant Accountant in carrying out their responsibilities to provide an accurate and timely financial service.
Location	Working from home / Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week, flexible working hours scheme. Being prepared to work irregular hours if the need arises.
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Finance Officer
Supervisory/Managerial Responsibilities	
Accountability	<ul style="list-style-type: none"> • This post generally works under its own initiative within the deadlines set out by the Senior Accountant and/or Senior Accountancy Assistant, who also provides advice and guidance on an as required basis. • The Accountancy aspect of the post is partly underpinned by Accounting Codes of Practice and other associated guidance / legislation. However with the elements of the post relating to Financial Management & Advice and/or providing information to External Organisations, the postholder is expected to be proactive, creative and be able to communicate the key issues, whilst at the same time being fully accountable to the Service Manager and/or Service Accountant.
Contractual Terms Associated with the Post	

Duties and Responsibilities

- Ensure that relevant financial and non-financial information is supplied to a range of business units working to Corporate Lead officers, internal staff, external audit and other external bodies for diverse and specialised areas of Service.
- Work closely with and to Schools, Governing Bodies and Headteachers in the primary sector.
- Responsible for the employee car loan scheme, including year-end reconciliation, resolving all queries and ensuring that any debt is pursued and recovered.
- Ensure that the Council's Final Revenue or Capital Outturn Report is coordinated, completed and submitted to Cabinet.
- Ensure that the monthly VAT return is completed accurately and submitted on time, including ensuring any foreign VAT is correctly analysed and adjusted through the VAT return to comply with VAT legislation.
- Respond to various VAT queries and provide VAT advice to officers within all departments as required to ensure the Council complies with VAT legislation, using persuasion as required.
- Assist with developments and projects relating to the service.
- Ensure the Council's Partial Exemption calculation is completed on time and complies with VAT legislation.
- Assist with the day-to-day running of the Council's Purchasing system, Cash Receipting, Income Management, Financial Information System and Reporting system.
- Assist with various monthly and annual financial control tasks including creditors and income control reconciliation, suspense clearance, and system budget control.
- Co-ordinate and complete various annual statutory returns.
- Monitor, reconcile and update personal and control accounts.
- Allocate and supervise the work of the Accountancy Technician and Income Assistants.
- Provide cover for absence of the Accountancy Assistant, Accountancy Technician and Income Assistants.

Accountancy

To provide an efficient and effective Accountancy Service across a range of functions:

- To undertake the preparation of detailed revenue and capital budgets for 1 or more Council Services made up of a range of diverse business units.
- To produce detailed revenue and capital financial monitoring information for budget-holders (up to Corporate Lead Officer) in 1 or more Council Services including specific services where the work is of an advanced technical nature.
- To train and provide support to all new budget-holders (up to CLO), within 1 or more Council Services, on how to use and interpret the financial monitoring information.
- To prepare the annual closure of the accounts for 1 or more Council Services, including specific services where the work is of an advanced technical nature and to liaise with External Audit as part of the audit of the accounts.

Financial Management & advice

To provide an efficient and effective Financial Management and Advice Service across a range of functions:

- To provide accurate, informative and appropriately presented professional Financial advice to non-financial budget-holders at all levels within 1 or more Council Services up to CLO level.

- To analyse and interpret complex financial data and to communicate this effectively (in both a written and verbal form) to non-financial budget-holders at all levels within the Council up to CLO level.
- To actively monitor and pursue external debtors (E.g. Homeless clients / grant funding bodies) to ensure proper and timely payment of outstanding sums due.
- To refer tasks of a highly complex or contentious nature to the Senior Accountant, Senior Accountancy Assistant and/or Corporate Manager for advice and guidance.

Grant Funding

To provide an efficient and effective support to projects and Services involving External funding applications and grant awards:

- To undertake the preparation of detailed financial grant claims and returns for specific services and budget-holders where the work is of an advanced nature and to liaise with External Audit and the External Funders.
- To assist with the provision of financial information and advice in the preparation of grant funding applications and bids.

Provision of services to external organisations

- To assist with the production and invoicing of the annual fees & charges (Rent Charges) for example for houses connected to the Council's Sewage Treatment Works.
- To provide financial information to the Council's external providers for relevant issues and to support and liaise with them on the interpretation and use of the information.
- To respond to customer enquiries e.g. FOI, accounts inspections, with care and apply service knowledge researched and gained in order to respond.
- To assist in delivering the Housing loans scheme , ensuring that the policy and procedures are met, and the loans are dealt with in a timely manner.
- To assist the Senior Accountant in the provision of a full and comprehensive financial management service to large projects.

IT / IT Systems

- To use the Council's Financial ledger system and its 4 modules (General Ledger, Debtors, Creditors and E-procurement) and any associated report writing tools to an advanced level.
- To ensure that a fit for purpose ledger coding system is set up and maintained within the Council's Financial Ledger system for 1 or more Council Services.
- To train and provide support to all new budget-holders and relevant staff within 1 or more Council Services on how to use and get the most out of the Council's Financial Ledger system (and its 4 modules).
- To use the Council's other service systems and any associated report writing tools to an advanced level including the Cash Receipting, Income Management Systems and Banking Systems and having the ability to understand specialist areas for example rent accounting issues on a daily, weekly and annual basis.
- To set up from new, establish and maintain advanced spreadsheets and databases in order to appropriately underpin all aspects of the requirements of the post.

Resources

- To act as an authorised signatory on internal financial grant claims relating to Council run projects.
- To act as a support mechanism for the Treasury Management function and to undertake the essential requirements of this role (normally undertaken by the Part Time Senior Accountancy Assistant) during periods of the post-holders absence – either through planned annual leave or at short notice (e.g. sickness).

- To be responsible for regularly checking and verifying same day CHAPS financial payments (being of a material financial value to the Council) prior to their submission for authorisation on the Council's banking system.

Miscellaneous / Other

- To carry out other appropriate duties as requested by the Service Manager and/or Service Accountant, subject to the needs of the services and in keeping with the general profile of the post.

Job Evaluation Post Ref

JD1036-03

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<p>Accountancy: University Degree (2.2 or higher) in a field which includes Accountancy modules or Fully qualified Professional Association of Accounting Technicians qualification or equivalent demonstrable experience.</p> <p>External Funding: CIPFA Diploma in Management Practice (Grant Skills) or equivalent demonstrable experience.</p>	
Welsh Linguistic Skills	<p>Listening/Speaking: Level 3</p> <p>Reading: Level 2</p> <p>Writing: Level 2</p>	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	<p>Listening/Speaking: Level 5</p> <p>Reading: Level 5</p> <p>Writing: Level 5</p>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> • Understanding of Financial Management practices in Local Government. • Solid level of technical ability to understand, communicate and follow Accounting standards, concepts and accounting codes of practice for a wide range of services. • Ability to work to deadlines and to prioritise competing and conflicting workloads. • Ability to carry out tasks with a high degree of accuracy, attention to detail and professionalism. • Intermediate skills in the use of Microsoft Excel software (to be evidenced by an assessment). • Intermediate skills in the use of other Microsoft office products. • Advanced skills in the use and interrogation of Financial Ledger systems. • Good level of interpersonal skills combined with the ability to communicate effectively to a wide variety of internal and external contacts including occasionally formally representing the Council in dealings with organisations. 	
Required Experience	<ul style="list-style-type: none"> • 3 years accountancy experience including 1 year's post qualification experience. • Demonstrable experience of working under own initiative including being able to identify financial issues and taking action to deal with them in an appropriate manner 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Advanced User training on the Council's Financial Ledger system, its 4 modules plus the associated Report writing tool. • Advanced User training on the Council's Housing Rents system plus the associated Report writing tool. • Advanced User training on the Council's Cash Receipting, Income Management and Banking Systems plus the associated Report writing tool. 	

	<ul style="list-style-type: none">• Corporate Health & Safety Induction.
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Desirable	
Qualifications / Training	
Practical / Personal Skills	Hold a full driving licence