

# Disgrifiad Swydd

**Teitl y Swydd:** Rheolwr Prynu i Dalu (P2P)

**Graddfa:** 10 £39,152 - £40,777 y flwyddyn

**Cyfeirnod at Ddibenion Gwerthuso Swyddi:** JD 1712-03

**Lleoliad:** Canolfan Rheidol, Aberystwyth

## Prif Bwrpas y Swydd:

Cefnogi'r Rheolwr Corfforaethol – Caffael a Chomisiynu i ddarparu gwasanaethau caffael a thaliadau'r Cyngor gan gynnwys rheoli'n effeithlon y prosesau ar gyfer archebion a thaliadau gan sicrhau y dilynir prosesau cydymffurfio, bod archebion yn cael eu gwneud, a bod taliadau'n cael eu gwneud mewn modd amserol.

## Prif Ddyletswyddau a Chyfrifoldebau:

### Arwain a Rheoli Pobl

- Cyfrifoldeb llawn dros fod yn rheolwr llinell i'r Tîm Prynu i Dalu (P2P).
- Arwain, cymell a datblygu staff gan roi cyngor ac arweiniad a chymorth ar achosion cymhleth a materion staffio, gan uwchgyfeirio i'r uwch-reolwyr os yw'n briodol.
- Defnyddio adnoddau'n effeithiol er mwyn darparu gwasanaeth sy'n cynnig gwerth da am arian ac sy'n canolbwyntio ar y cwsmer.

## Perfformiad y Gwasanaeth a Gwelliant

- Monitro perfformiad y gwasanaeth P2P a gyrru gwelliant parhaus.
- Cyfrannu at baratoi a gweithredu cynlluniau busnes blynyddol gan osod targedau a cherrig milltir.
- Monitro cynnydd yn rheolaidd a chymryd camau unioni pan fo angen.
- Arwain wrth adnabod a gweithredu systemau, prosesau a thechnolegau newydd a gwell.

## Caffael a Llywodraethu P2P

- Darparu cyngor arbenigol ar brosesau caffael a P2P gan gynnwys y defnydd priodol o contractau, fframweithiau, dyfynbrisiau cyflym a llwybrau tendro.
- Herio ceisiadau prynu i sicrhau cydymffurfiaeth â Rheolau'r Gweithdrefnau Contractio a chyflawni gwerth am arian.
- Cefnogi cydymffurfiaeth ledled y Cyngor drwy hyfforddiant, canllawiau, ymwneud â chyflenwyr a systemau e-dendro.
- Cyfrifo a chofnodi arbedion contract a monitro gweithgarwch prynu a dyfarnu contractau.
- Rheoli contractau a fframweithiau corfforaethol penodol.

## Rheolaethau Ariannol, Taliadau a Chydymffurfiaeth

- Sicrhau y caiff trafodion prynu a thalu eu prosesu'n gywir ac mewn modd sy'n cydymffurfio â rheoliadau, deddfwriaeth a chodau ymarfer cyfrifyddu.

- Goruchwyllo rheolaethau sy'n ymwneud â:
  - taliadau dyblyg a'u hadfer
  - anghydfod â chredydwyr
  - mân arian parod a fflôt newid
  - cardiau credyd
  - sieciau a llofnodwyr awdurdodedig
  - talu mewn arian tramor
  - cadw dogfennau (copïau electronig a chaled)
- Sicrhau y cydymffurfir â chynllun y diwydiant adeiladu (CIS) gan gynnwys datganiadau treth, taliadau i Gyllid a Thollau ei Fawrhydi (HMRC), adrodd yn fisol a chysoni'r dreth yn flynyddol.
- Cynorthwyo swyddogion y Cyngor gydag arfarniadau treth IR35 er mwyn sicrhau cydymffurfiaeth â'r ddeddfwriaeth.
- Sicrhau bod ceisiadau rhyddid gwybodaeth a cheisiadau mynediad at ddata gan y testun yn cael ymateb mewn modd amserol.

### **Systemau, Data ac Adrodd**

- Cynorthwyo i weithredu systemau a rhyngwynebau newydd, gan drafod â'r gwasanaeth TG a defnyddwyr y gwasanaeth yn ôl yr angen, gan gynnwys fel aelod o dîm prosiect.
- Dadansoddi a dehongli data; llunio adroddiadau, papurau briffio a gwybodaeth am berfformiad.

### **Ymgysylltu â Rhanddeiliaid a Gweithio'n Gorfforaethol**

- Meithrin a chynnal perthnasoedd gwaith effeithiol gydag Adnoddau Dynol, Cyllid, Archwilio, TG, cyflenwyr a gwasanaethau eraill ar draws y Cyngor.
- Cynrychioli'r Cyngor mewn fforymau lleol, rhanbarthol a chenedlaethol gan rannu arferion da.
- Cefnogi busnesau bach a chanolig drwy dalu'n brydlon a phrynu'n lleol lle bo hynny'n briodol.
- Hyrwyddo'r syniad o weithio'n integredig ar draws Caffael a Chomisiynu i gefnogi ethos 'un tîm'.

### **Cyffredinol**

- Cadw i fyny â'r datblygiadau o ran caffael, taliadau a deddfwriaeth berthnasol.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel y swydd.

**Gwiriad gan y Gwasanaeth Datgelu a Gwahardd:** Ddim yn berthnasol

**Cofrestrïadau / Aelodaeth Broffesiynol Hanfodol:** Ddim yn berthnasol

# Manyleb Person

## Gofynion Hanfodol

### Cymwysterau Hanfodol Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Cymhwyster ar Lefel 3 neu uwch mewn disgyblaeth berthnasol (e.e. Cyllid, Busnes, Rheoli, Cyfrifyddu, Caffael neu faes cysylltiedig).

### Profiad hanfodol:

- O leiaf dwy flynedd o brofiad o weithio mewn gwasanaeth taliadau, cyllid neu drafodion mewn sefydliad mawr.
- Profiad o oruchwylio neu reoli eraill.
- Profiad o weithio mewn amgylchedd ariannol neu gaffael rheoledig, gan ddefnyddio polisïau a gweithdrefnau sefydliadol.
- Profiad o gyfrannu at ddatblygu neu wella polisïau, arferion neu weithdrefnau.
- Profiad o weithio gyda rhanddeiliaid yn fewnol ac allanol, gan gynnwys datrys ymholiadau neu anghydfodau.

### Sgiliau ymarferol/personol hanfodol:

- Deall rheoliadau a pholisïau caffael a Rheolau'r Gweithdrefnau Contractio gan gynnwys arferion tendro'r sector cyhoeddus.
- Deall pwrcasu, archebu a rheoli taliadau.
- Gallu amlwg o ran defnyddio systemau talu ac archebu electronig.
- Deall rheoliadau ariannol a rheolaethau mewnol o fewn sefydliad.
- Gwybod am ofynion CIS ac IR35 Cyllid a Thollau Ei Fawrhydi.
- Deall dulliau talu electronig megis BACS, CHAPS, Debyd Uniongyrchol a thaliadau mewn arian tramor.
- Ymwybodol o brosesau gweinyddu arian mân o fewn sefydliad mawr, a'r dulliau rheoli.
- Deall mesurau atal twyll, rheoli arian a diogelu data, gan gynnwys gweithdrefnau i atal ac ymateb i achosion o dor diogelwch data.
- Sgiliau dadansoddol cryf gyda'r gallu i ddehongli, gwerthuso a chyflwyno gwybodaeth.
- Gallu cydlynu, gwerthuso a rhannu gwybodaeth o ffynonellau amrywiol.
- Gallu datrys anghydfodau mewn modd effeithiol gan gynnal perthnasoedd gwaith cadarnhaol.
- Sgiliau cyfathrebu effeithiol gan gynnwys y gallu i fynegi materion cymhleth yn eglur a chynrychioli'r Cyngor wrth ddelio â chyflenwyr a sefydliadau partner.
- Medru defnyddio rhaglenni Microsoft Office, yn enwedig taenlenni a dulliau adrodd, a systemau ariannol craidd.

### Sgiliau Ieithyddol:

- **Sgiliau Gwrando a Siarad Saesneg - 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 Saesneg - 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 mewn termau astrus.
- **Sgiliau Ysgrifennu Saesneg - 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.

## **Gofynion Dymunol**

### **Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:**

- Diploma Lefel 3 ILM mewn Arwain a Rheoli (neu ymrwymiad i weithio tuag ato)

### **Profiad dymunol:**

- Wedi'i gyflogi mewn swydd taliadau mewn Awdurdod Lleol

### **Sgiliau ymarferol/personol dymunol:**

- Sgiliau ysgrifennu adroddiadau
- Sgiliau rheoli prosiectau

### **Sgiliau Ieithyddol:**

*Bydd angen y sgiliau ieithyddol canlynol o fewn dwy flynedd i'r penodiad:*

- **Gwrando a Siarad Cymraeg - 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'r 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'r Saesneg ar gyfer termau technegol neu arbenigol.
- **Sgiliau Darllen Cymraeg - 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 ganiatáu.
- **Sgiliau Ysgrifennu Cymraeg - 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.

# Job Description

**Job Title:** Purchase to Payments (P2P) Manager

**Pay Grade:** 10 £39,152 - £40,777 per annum

**Job Evaluation Reference:** JD 1712-03

**Location:** Canolfan Rheidol, Aberystwyth

## **Main Purpose of the Job:**

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.

## **Key Tasks & Responsibilities:**

### **Leadership and People Management**

- Provide full line management responsibility for the Purchase to Pay (P2P) Team.
- Lead, motivate and develop staff, providing advice and guidance on complex cases and staffing issues, escalating to Senior Management where appropriate.
- Ensure the effective use of resources to deliver a customer-focused, value-for-money service.

### **Service Performance and Improvement**

- Monitor P2P service performance and drive continuous improvement.
- Contribute to the development and delivery of annual business planning, including targets and milestones.
- Review progress regularly and take corrective action where necessary.
- Play a key role in the identification and implementation of improved systems, processes and technology.

### **Procurement and P2P Governance**

- Provide expert advice on procurement and P2P processes, including the appropriate use of contracts, frameworks, Quick Quotes and tendering routes.
- Challenge purchase requests to ensure compliance with Contract Procedure Rules and achievement of value for money.
- Support compliance across the Council through training, guidance, supplier liaison, and e-tendering systems.
- Calculate and record contract savings and monitor purchasing activity and contract awards.

- Contract manage designated corporate contracts and frameworks.

### **Financial Controls, Payments and Compliance**

- Ensure accurate and compliant processing of purchasing and payment transactions in line with regulations, legislation and accounting codes of practice.
- Oversee controls, under the direction of Senior Management, relating to:
  - duplicate payments and recovery
  - creditor disputes
  - petty cash and change floats
  - credit cards
  - cheques and authorised signatories
  - foreign currency payments
  - document retention (electronic and hard copy)
- Ensure compliance with CIS, including tax statements, HMRC payments, monthly reporting and annual reconciliation.
- Support Council officers with IR35 assessments to ensure legislative compliance.
- Ensure timely responses to Freedom of Information and Subject Access Requests.

### **Systems, Data and Reporting**

- Assist with the implementation of new systems and system interfaces, working with IT and service users as required, including participation in project teams.
- Analyse and interpret data, producing reports, briefing papers and performance information.

### **Stakeholder Engagement and Corporate Working**

- Build and maintain effective working relationships with Finance, HR, Audit, IT, suppliers and other Council services.
- Represent the Council at local, regional and national forums, sharing best practice.
- Support SMEs through prompt payment and facilitate local sourcing where appropriate.
- Promote integrated working across Procurement and Commissioning to support a single-team ethos.

### **General**

- Keep up to date with developments in procurement, payments and relevant legislation.
- Undertake any other duties commensurate with the level of the post.

**Disclosure & Barring Service Check:** Not Applicable

**Essential Professional Registration / Membership:** Not Applicable

# Person Specification

## Essential Requirements

### Essential Academic / Professional / Technical / Vocational Qualifications:

- A qualification at Level 3 or above in a relevant discipline (e.g. Finance, Business, Management, Accounting, Procurement or a related field)

### Essential experience:

- At least 2 years experience of working in a payments, finance or transactional service in a large organisation.
- Experience of supervising and/or managing others.
- Experience of working within a regulated financial or procurement environment, applying organisational policies and procedures.
- Experience of contributing to the development or improvement of policies, practices and/or procedures.
- Experience of working with internal and external stakeholders, including resolving queries or disputes.

### Essential practical/personal skills:

- Knowledge and understanding of procurement regulations, policies and Contract Procedure Rules, including public sector tendering practices.
- Ability and knowledge of purchasing, ordering and processing payments.
- Demonstrated ability to use electronic payment and ordering systems.
- Understanding of financial regulations and internal controls within an organisation.
- Knowledge of HMRC CIS and IR35 requirements.
- Knowledge of electronic payment methods, including BACS, CHAPS, Direct Debit and foreign currency payments.
- Awareness of petty cash processes and controls in a large organisation.
- Knowledge and understanding of fraud prevention, financial controls and data protection, including procedures to prevent and respond to data breaches.
- Strong analytical skills, with the ability to interpret, evaluate and present information.
- Ability to coordinate, consolidate and disseminate information from a range of sources.
- Ability to resolve disputes effectively while maintaining positive working relationships.
- Effective communication skills, including the ability to explain complex issues clearly and represent the Council with suppliers and partner organisation
- Competent user of Microsoft Office applications, particularly spreadsheets and reporting tools, and core financial systems.

### Language Skills:

- **English Listening & Speaking Skills - 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.
- **English 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.
- **English 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.

## **Desirable Requirements**

### **Desirable Academic / Professional / Technical / Vocational Qualifications:**

- ILM Level 3 Diploma in Leadership and Management (or commitment to work towards)

### **Desirable experience:**

- Employment in a Local Authority Payments function

### **Desirable practical/personal skills:**

- Report writing skills
- Project management skills

### **Language Skills:**

*The following Welsh linguistic skills will be required within 2 years of appointment.*

- **Welsh 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.
- **Welsh 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 e-mail to a colleague within the Council or a known external contact.