

Disgrifiad Swydd

Teitl y Swydd: Swyddog Cymorth Prynu i Dalu (P2P)

Gradd Cyflog: 6

Prif Ddiben y Swydd:

Prif ddiben y swydd yw cefnogi prosesau caffael a thalu mewn amgylchedd cymhleth sy'n newid yn gyson.

Prif Dasgau a Chyfrifoldebau:

Goruchwylio Archebion a Thaliadau

- Darparu arweiniad a chymorth i'r Cynorthwywyr Caffael a Thaliadau, a chynorthwyo a chynghori swyddogion y Cyngor ynghylch ceisiadau am archebion, gan herio ceisiadau am archebion cyn codi'r archeb os ydynt yn ymddangos yn anghywir, nad ydynt yn cynnig y gwerth gorau am arian, neu os nad ydynt gyda chyflenwr sefydledig.
- Codi ac adolygu archebion a'u newid lle bo gwallau yn cael eu nodi; a gwirio bod eitemau wedi'u cyflenwi, gan gofnodi eu bod wedi'u derbyn ar y System Brynu neu ofyn i'r swyddog perthnasol gofnodi eu bod wedi'u derbyn;
- Gwirio anfonebau i sicrhau eu bod yn gywir ac nad ydynt wedi'u talu eisoes, a chymryd camau priodol yn ôl yr angen, megis codi archeb neu ddiwygio archeb, a chysylltu â'r rhai a wnaeth y cais ar gyfer prynu.

Ymdrin ag Ymholiadau, Monitro Blychau Post a Dyrannu Tasgau

- Monitro'r blwch post Archebion/Orders a dyrannu gwaith i'r Cynorthwywyr Caffael a Thaliadau pan fo angen;
- Monitro'r blwch post Anfonebau/Invoices er mwyn dosbarthu'r anfonebau i'r system Kofax neu i'r Swyddogion er mwyn cofnodi eu bod wedi'u derbyn;
- Ymdrin yn effeithlon ag ymholiadau a cheisiadau gan gyflenwyr, contractwyr, unigolion allanol ac adrannau.

Cydlynu'r Tîm a Hyfforddiant

- Rheoli rota wythnosol y Cynorthwywyr Caffael a Thaliadau; diweddarau ceisiadau'r Cynorthwywyr Caffael a Thaliadau am wyliau gan sicrhau bod trefniadau staffio priodol ar waith i gyflawni tasgau allweddol, gan gydwethio â'r Rheolwr Prynu i Dalu.
- Darparu hyfforddiant a chymorth ar y system Brynu i aelodau staff yn y gwasanaeth Caffael a Chomisiynu ac i'r sawl sy'n defnyddio'r system Brynu mewn gwasanaethau eraill.

Prosesu Anfonebau a Materion Ariannol

- Gwirio cofnodion *Barclaycard* y Cynorthwywyr Caffael a Thaliadau a'r staff eraill yn y maes Caffael, a'u cymeradwyo neu eu gwrthod, gan roi cyngor ar sut i ddatrys unrhyw broblemau.
- Gwirio system Civica Financials am anfonebau sy'n aros i gael eu rhoi ar waith ac anfon y rhain at y Swyddogion perthnasol fel y gellir cymryd camau yn eu cylch.

- Mewnbynnu anfonebau o system Kofax fel y gellir eu trosglwyddo i system *Financials* er mwyn eu talu.

Cysylltu â Chyflenwyr a Rhanddeiliaid

- Cyfleu materion cymhleth sy'n ymwneud â'r prosesau caffael a thalu i'r Uwch Reolwyr, y Swyddogion a'r Cyflenwyr. Ymdrin yn effeithlon ag ymholiadau gan gyflenwyr, contractwyr, unigolion allanol ac adrannau, gan gynnwys cysylltu â'r Swyddogion Taliadau i ofyn am osod cyflenwyr newydd ar y system.

Datrys Problemau a Lleihau Risgiau

- Datblygu atebion ymarferol er mwyn datrys y problemau a nodir yn ystod y prosesau caffael i dalu pan fo angen; a defnyddio'r dechnoleg sydd ar gael mewn ffordd ddeallus er mwyn ymchwilio i wybodaeth a chroesgyfeirio'r wybodaeth a gedwir ar systemau gwahanol;
- Cynorthwyo â'r gwaith o atal twyll gan gyflenwyr drwy fod yn wylidwrus, rhoi prosesau ar waith a gwneud ymchwiliadau.

Adrodd a Monitro Gwariant

- Paratoi a diweddarau taenlenni sy'n cofnodi gwybodaeth am wariant, megis y llyfr contractau ar gyfer contractau adeiladu; defnyddio'r systemau i gynhyrchu adroddiadau/data; a monitro archebion penodol a rhoi gwybod i'r swyddogion perthnasol pan fyddant ar fin cael eu cwblhau.

Gellir amrywio'r dyletswyddau (ar ôl trafod gyda deiliad y swydd) yn unol ag anghenion y gwasanaeth ac yn gyson â phroffil cyffredinol y swydd.

Gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS)*: Ddim yn berthnasol.

Cofrestrriad / Aelodaeth Broffesiynol Hanfodol: Ddim yn berthnasol

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- TGAU Saesneg a Mathemateg gradd C neu uwch.

Profiad Hanfodol:

- Profiad o brosesau prynu a thalu, gan gynnwys archebu a gwirio anfonebau.
- Profiad o ddefnyddio system electronig ar gyfer archebu a/neu dalu.
- O leiaf blwyddyn o brofiad o weithio mewn gwasanaeth taliadau, gwasanaeth cyllid neu wasanaeth prosesu trafodion mewn sefydliad mawr.

Sgiliau Ymarferol/Personol Hanfodol:

- Y gallu i ddefnyddio eich gwybodaeth eang a lefel uchel o brosesau caffael a phrosesau talu mewn sefydliad mawr a chymhleth.
- Y gallu i ddefnyddio systemau electronig ar gyfer taliadau a/neu systemau archebu.
- Ymwybyddiaeth o'r Rheolau Gweithdrefn Contractau sy'n berthnasol i'r prosesau archebu a thaliadau.
- Yn ddibynadwy ac yn medru cyflawni tasgau'n gywir, ynghyd â'r gallu i weithio ar eich liwt eich hunan.
- Yn medru rhoi sylw manwl i fanylion.
- Y gallu i drefnu a blaenoriaethu gwaith.
- Y gallu i weithio'n annibynnol ac fel aelod o dîm.
- Y gallu i gyfleu materion cymhleth yn effeithiol i bobl ar bob lefel o fewn y sefydliad ynghyd â'r cyflenwyr.
- Y gallu i feddwl yn gyflym ac yn ddiplomyddol wrth ymdrin ag ymholiadau nad ydynt yn rhai syml.
- Y gallu i ddatblygu a chynnal perthnasoedd gwaith cadarn â chyflenwyr a chydweithwyr
- Yn medru dangos sgiliau rhyngpersonol da gyda'r cwsmeriaid a'r cyflenwyr, gan gynnwys y gallu i negodi'n effeithiol.
- Sgiliau da o ran datrys problemau, gan fod yn barod bob amser i gymryd y cam cyntaf i unioni problemau, gan gynnwys problemau sydd y tu hwnt i'ch maes gwasanaeth.
- Sgiliau da o ran cyflwyno data.
- Dealltwriaeth o dechnoleg a'r gallu i'w defnyddio'n effeithiol ar lefel uchel o fewn y sefydliad.
- Sgiliau cyfrifiadurol sylfaenol gan ddefnyddio Microsoft Office.

Sgiliau Saesneg:

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 maent yn debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi mewn termau 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 Cymraeg:

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 â'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 â'r swydd, er yn gorfod troi i'r 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, cyn belled â bod digon o amser wedi ei ganiatáu.

Sgiliau Ysgrifennu

- **Lefel 2:** Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gswllt cyfarwydd y tu allan i'r Cyngor.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Cymhwyster mewn cyfrifeg, cyllid neu fusnes.

Profiad Dymunol:

Sgiliau Ymarferol/Personol Dymunol:

- Gwybodaeth am brosesau a gweithdrefnau tendro / dyfynbrisiau.

Job Description

Job Title: Purchase to Payments (P2P) Support Officer

Pay Grade: 6

Main Purpose of the Job:

The main purpose of the post is to support procurement and payments processes in a complex and changing environment.

Key Tasks & Responsibilities:

Order and Payment Oversight

- Provide guidance and support to the Procurement & Payments Assistants and assist and advise Council officers with order requests, challenging order requests before raising the order if they look wrong or do not offer best value or are not with an established supplier;
- Raise and review orders and amend where errors have been identified; and check items have been delivered, receipting or requesting receipting action on the Purchasing system;
- Check invoices to make sure they are correct and not previously paid and take action as necessary such as raise an order or make an order amendment, liaise with purchase requestors.

Queries, Mailbox Monitoring and Task Allocation

- Monitor the Archebion/Orders mailbox and allocate work to the Procurement & Payments Assistants when required;
- Monitor Anfonebau/Invoices mailbox to distribute invoices to Kofax system or to Officers to receipt;
- Provide efficient handling of supplier, contractor external individuals and departmental enquiries and requests.

Team Co-ordination and Training

- Manage the weekly rotas for the Procurement & Payments Assistants; update leave requests for the Procurement & Payments Assistants to ensure cover for key tasks liaising with the P2P Manager;
- Provide training and support on the Purchasing system for members of staff in Procurement & Commissioning and for users of the Purchasing system within other Services.

Invoice and Financial Processing

- Check Barclaycard entries for Procurement & Payments Assistants and other Procurement staff and pass or reject them, advising on how to resolve issues;

- Check Civica Financials system for outstanding invoices that are pending and send to appropriate Officers to action;
- Input Invoices from the Kofax system to go to Financials to be paid.

Supplier and Stakeholder Liaison

- Communicate complex issues relating to procurement and payments processes with Senior Managers, Officers and Suppliers. Provide efficient handling of supplier, contractor external individuals and departmental enquiries including liaising with Payments Officers to request setting up new suppliers.

Problem Solving and Risk Reduction

- Devise practical solutions to solve problems identified during the procurement to payment processes when required; and use available technology in an intelligent way for interrogation and cross referencing of information held on different systems;
- Assist with eliminating supplier fraud through vigilance, processes and investigation.

Reporting and Expenditure Monitoring

- Produce and maintain spreadsheets capturing expenditure information such as the contracts book for construction contracts; interrogate systems to produce reports/data; and monitor certain orders and advise appropriate officers when they are nearing completion.

The duties may 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.

Disclosure & Barring Service Check*: Not Applicable

Essential Professional Registration / Membership: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- English and Maths GCSE at grade C or above.

Essential experience (Please provide minimum number of years' experience required):

- Purchasing and payments processes including ordering and invoice checking.
- Using an electronic based system for ordering and / or for payment.
- At least 1 year experience of working in a payments, finance or transactional service in a large organisation.

Essential practical/personal skills:

- Ability to apply high level knowledge of procurement and/or payments processes in a large and complex organisation.
- Ability to use electronic payment and / or ordering systems.
- Awareness of Contract Procedure Rules applicable to ordering and payments.
- Reliability and able to carry out tasks with accuracy and ability to demonstrate initiative.
- Attention to detail.
- Capable of organising and prioritising work.
- Ability to work individually and as a member of a team.
- Ability to communicate complex issues effectively with all levels in the organisation, and with suppliers.
- Must be able to think quickly and tactfully when dealing with enquiries that are not straightforward.
- Ability to develop and maintain sound working relationships with suppliers and colleagues.
- Demonstrate good interpersonal skills with both customers and suppliers including ability to be an effective negotiator.
- Good problem solving skills, always ready to take the initiative on rectifying problems, even those that fall outside of the immediate service area.
- Data presentation skills.
- Understanding and ability to make effective high level use of technology within an organisation.
- Basic computer skills using Microsoft Office.

English Language Skills:

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.

Welsh Language Skills:

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

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- Accounting, finance or business qualification

Desirable experience:

Desirable practical/personal skills:

- Knowledge of tendering/quotation processes and procedures.