

Disgrifiad Swydd

Teitl y Swydd	Swyddog Taliadau
Gwasanaeth	Cyllid a Chaffael
Graddfa	5
Pwynt/iau Cyflog	5 - 6
Cyflog	£26,427- £26,847 per annum
Pwrpas y Swydd	Cyflawni'r holl swyddogaethau sy'n gysylltiedig â thaliadau, gan sicrhau bod yna gydymffurfio â holl reoliadau a chodau ymarfer cyfrifyddu.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Pryniannau i Taliadau
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Yn ogystal â bod yn rhan o'r Tîm Taliadau bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun yn rheolaidd i ddatrys problemau, a blaenoriaethu llwythi gwaith amrywiol yr Adain yn gywir, ac o fewn terfynau amser llym. Bydd deiliad y swydd hefyd yn gorfod gweithio yn unol â chanllawiau, polisïau, gweithdrefnau a deddfwriaeth benodedig, gan sicrhau bod yna gydymffurfio â'r rheoliadau statudol mewn perthynas â TAW a Chynllun y Diwydiant Adeiladu - CThEM.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	

- Blaenoriaethu a sicrhau bod manylion anfonebau, nodion credyd a thalebau talu'n cael eu mewnbynnu'n gywir ar y system Taliadau Credydwy, i sicrhau bod taliadau'n cael eu gwneud o fewn y terfynau amser a gytunwyd.
- Creu, diwygio a diweddarau cyfrifon credydwy newydd, gan ddilyn gweithdrefnau diogelu a gwirio i osgoi creu cyfrifon dyblyg neu dwyllodrus.
- Delio â'r gwaith o redeg 'rhenti cyfnodol' mewn modd amserol i sicrhau taliadau prydlon.
- Cyflawni'r holl ddyletswyddau sy'n gysylltiedig â'r Rhediad Taliadau (gan gynnwys gwirio ar gyfer taliadau dyblyg, cynhyrchu sieciau a thaliadau BACS, taliadau 'Precision Pay Direct' ac ati) a hynny'n brydlon bob amser.
- Gweithio, gan gydymffurfio â deddfwriaeth TAW mewn perthynas â thaliadau. Mae hyn yn cynnwys sicrhau bod yr holl anfonebau TAW pro forma'n cael eu prosesau a'u cofnodi'n gywir.
- Nodi'r holl is-gontractwyr CIS a sicrhau bod yr holl anfonebau CIS yn cael eu cofnodi'n gywir ar y system. Hefyd, prosesu holl anfonebau is-gontractwyr CIS nad ydynt yn rhan o'r Cynllun CIS yn gywir ar y system.
- Sicrhau bod cysylltiadau a pherthnasoedd yn ddidrafferth, gan fod yn ddoeth a diplomyddol wrth:
 - Ymateb i ymholiadau gan gyflenwyr, contractwyr a sefydliadau eraill
 - Delio ag unigolion ac adrannau eraill ar draws y Cyngor
- Gwneud taliadau BACS a thaliadau 'Precision Pay Direct' cywir ar gyfer rhediadau Taliadau'r Cyngor.
- Cyflenwi'r holl ddyletswyddau sy'n gysylltiedig â dychwelyd neu adfer taliadau BACS, neu Ganslo, Atal ac Amnewid Sieciau.
- Nodi taliadau y dylid o bosib eu categorio fel taliad i 'weithiwr' – y dylid eu talu felly drwy'r system gyflogres er mwyn cydymffurfio â deddfwriaeth CThEM.
- Sicrhau bod data sy'n cael ei lwytho ar y system daliadau gan fwydwyr systemau eraill yn cael ei brosesu'n gywir.
- Darparu cymorth clerigol cyffredinol.
- Unrhyw ddyletswyddau eraill sy'n gymesur â'r swydd

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 949

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	O leiaf 5 TGAU Gradd C neu uwch gan gynnwys Saesneg a Mathemateg/NVQ Lefel 3 mewn Busnes a Gweinyddu neu gymhwyster cyfwerth (neu o leiaf 2 flynedd o brofiad o weithio ym maes Cyllid, yn ddelfrydol o fewn y 7 mlynedd diwethaf).
Sgiliau leithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 2: Medru deall craidd sgwrs. Medru derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais am siarad gyda rhywun. Medru cyfleu gwybodaeth elfennol a chyfarwyddiadau syml. Medru agor a chau. 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 leithyddol 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	• Deall rôl y Rheolau Gweithdrefn Ariannol a Chontractau (Rheoliadau Ariannol) o fewn sefydliad. • Lefel dda o wybodaeth a dealltwriaeth o weinyddu taliadau o fewn sefydliad mawr, cymhleth, gan gynnwys TAW, taliadau cardiau credyd, BACS, taliadau 'Precision Pay Direct', gweithrediadau banc ac ati. • Lefel dda o allu i ddefnyddio Systemau Ariannol, e.e. Credydwyrr, BACS, Adflex ac ati. • Gwybodaeth a dealltwriaeth o Gynllun y Diwydiant Adeiladu (CIS) gan sicrhau bod y Cyngor yn cadw at ddeddfwriaeth CThEM o fewn terfynau amser llym. • Gallu canolradd o leiaf i ddefnyddio Microsoft Office. Y gallu i greu a defnyddio taenlenni Excel, a gweithio ar lefel gymwys o fewn Word. • Sgiliau rhyngpersonol da a'r gallu i gyfathrebu'n effeithiol a chynnal perthynas ag amrywiaeth eang o bobl, oddi mewn ac oddi allan i'r Cyngor. • Lefel uchel o hyblygrwydd a'r gallu i reoli blaenoriaethau cymhleth sy'n gwrthdaro â'i gilydd, a hynny o fewn terfynau amser. • Y gallu i gyflawni tasgau'n gywir. • Y gallu i weithio heb oruchwyliaeth. • Y gallu i weithio fel unigolyn neu fel aelod o dîm, yn ôl y gofyn. • Dull cwrtais a phroffesiynol. • Y gallu i gadw cyfrinachedd
Profiad Hanfodol	• Prawf o fod wedi gweithio mewn amgylchedd ariannol o fewn y sector cyhoeddus a/neu breifat o fewn y 7 mlynedd diwethaf. • Profiad perthnasol ym maes Taliadau Credydwyrr.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Darperir hyfforddiant fel y bo'n briodol. • Cynnal a gwella sgiliau TGCh. • Cynnal sgiliau mewn perthynas â Chynllun y Diwydiant Adeiladu (CIS).

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Profiad o ddefnyddio systemau cyfrifiadurol gwahanol. • Profiad o Gynllun y Diwydiant Adeiladu (CIS).

Job Description

Post Name	Payments Officer
Service	Finance and Procurement
Grade	5
Spinal Point/s	5 - 6
Salary	£26,427- £26,847 y flwyddyn
Job Purpose	Carrying out the full range of payments functions while ensuring compliance with regulations and accounting codes of practice.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Purchase to Payments Manager
Supervisory/Managerial Responsibilities	None
Accountability	The post-holder as well as being part of the Payments Team will be required on a regular basis to work on their own initiative to solve problems and prioritise the various workloads for the Section accurately, to strict deadlines. The post holder would also have to work to defined guidelines, policies, procedures and legislation. Ensuring compliance with statutory regulations in relation to VAT and the HMRC Construction Industry Scheme.
Contractual Terms Associated with the Post	

Duties and Responsibilities	
• Prioritising and ensuring accurate Input of invoice, credit note and payment voucher details to the Creditor Payments system to enable payments to be made within agreed time scales and meet deadlines. • Create, amend and update creditor accounts ensuring security and checking procedures are followed to avoid the creation of duplicate or fraudulent accounts. • Dealing with the running of 'periodic rentals' in a timely fashion to meet their payment deadlines. • Carry out all duties relating to the process of the Payment Run (including checks for duplicate payments, producing cheque and BACS, Precision Pay Direct payments etc.) always ensuring deadlines are met. • Working within compliance of VAT legislation with regard to payments. This includes ensuring that all Pro-forma Vat invoices are processed and accounted for correctly. • Identify all CIS sub-contractors and ensure that all CIS linked invoices are entered correctly onto the system. Also, correctly process all linked CIS sub-contractor invoices which are outside CIS Scheme onto system. • Ensuring the smooth running of contacts and relationships using tact and diplomacy when: - ○ Handling external supplier, contractor, and other organisation enquiries ○ Dealing with other individuals and sections throughout the Council • Carrying out accurate Bacs and Precision Pay Direct transmission of monies for Council Payment runs. • Carrying out the full duties for Returned and Recalling Bacs payments, Cancelling, Stopping and Replacing Cheques. • Identifying potential payments which should be classified as a payment to an 'employee' – and hence paid via the payroll system to ensure compliance with HMRC legislation. • Ensuring that data that is loaded onto the payments system from feeders from other systems and is processed correctly • Providing general clerical support. • Any other duties as commensurate with the post.	
Job Evaluation Post Ref	JD 949

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	A minimum of <u>5</u> GCSEs at Grade C or above to include English and Maths/NVQ level 3 in Business and Administration or equivalent (alternatively a minimum of 2 years' experience working in Finance ideally within the last 7 years).
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 2: Can understand the essence of a conversation. Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. Can pass on basic information and simple instructions. Can begin and end conversations and meetings bilingually. 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.
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	• Understanding of the role of the Financial and Contract Procedure Rules (Financial Regulations) in an organisation • Good level of knowledge and understanding of the payments function in a large, complex organisation

	including the application of VAT, credit card payments, BACS and Precision Pay Direct payments, bank operations etc. • Good level of ability in the use of Financial Systems, e.g. Creditors, Bacs, Adflex etc. • Knowledge and understanding of the Construction Industry Scheme and to ensure HMRC legislation is adhered to by the Council within the strict deadlines.
Required Experience	• At least an intermediate ability in the use of Microsoft Office. Able to create and manipulate spread sheets using Excel, and work in Word competently. • Good interpersonal skills with the ability to communicate effectively and sustain relationships with a wide variety of people both within and external to the Council. • A high degree of flexibility and ability to manage complex and competing priorities and work to deadlines. • Ability to undertake tasks with accuracy • Ability to work without supervision. • Ability to work individually, or as a team member, as the situation demands. • Courteous and professional manner. • Ability to maintain confidentiality.
Training/education required to be undertaken for the post/worked towards	• Training will be provided as appropriate. • Maintain and improve IT skills • Maintain skills with regard to Construction Industry Scheme

Desirable Requirements	
Qualifications / Training	• Training will be provided as appropriate. • Maintain and improve IT skills • Maintain skills with regard to Construction Industry Scheme
Practical / Personal Skills	• Experience of using different computerised systems. • Construction Industry Scheme experience.