

Job Description

Job Title: Purchase to Payments (P2P) Assistant

Pay Grade: 5 £26,427 - £26,847 pro rata

Job Evaluation Reference (HR Use): JD 1923-01

Location: Canolfan Rheidol, Aberystwyth

Main Purpose of the Job:

The main purpose of the post is to facilitate the purchasing of goods, services and works in a timely, efficient and accurate manner in line with the Council's Contract Procedure Rules and Financial Regulations.

Key Tasks & Responsibilities:

Customer Service and Work Prioritisation

- Maintaining a high level of customer focus, supporting internal customers to ensure their legitimate requirements are met.
- Prioritising work to ensure there are no delays in processing orders with time constrained requirements.

Procurement Compliance & Order Processing

- Reviewing requests to raise orders to ensure compliance with the Contract Procedure Rules and best value for the Council. Maintaining accurate records of the requests for purchase orders received and when they were processed.
- Sourcing goods and services, liaising with Procurement officers as necessary.
- Undertaking and overseeing quotation exercises ensuring all appropriate documentation is included.
- Raising purchase orders using an electronic procurement system and processing corporate credit card payments in line with Financial regulations and internal processes.
- Dealing with suppliers to ascertain and confirm order related information, make delivery arrangements and to resolve issues after orders have been placed, such as arranging returns and credit notes.
- Ensuring appropriate officers receipt the orders on the purchasing system promptly after they have been fulfilled satisfactorily.

Finance & Payments Administration

- Carry out processes associated with invoice processing and complete monthly credit card reconciliations.
- Providing cover for invoice inputting when required.
- Assist with collecting the necessary information for setting up new suppliers on the central payments system, when it is likely these suppliers will be used more than once.
- Collating information for reports as required.

Travel and Accommodation

- Booking hotels, hire cars, train tickets and flights as required by officers from all service areas.

The duties may have to 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](#)

**Guidance re. DBS check type is available [here](#)*

Essential Professional Registration / Membership: [Not Applicable](#)

If selected other, provide the Registration/Membership Required: Not applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- English and Maths GCSE at grade C or above (alternatively demonstrable experience in work requiring literal and numerical skills).

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

- Using an electronic based system for ordering and for payment.
- Minimum of 2 years' experience of using Microsoft Office applications.

Essential practical/personal skills:

- Reliability and able to carry out tasks with accuracy.
- Ability to demonstrate initiative.
- Ability to use Payments, Procurement and Financial systems – training will be provided.
- Capable of organising and prioritising work.
- Ability to work individually and as a member of a team.
- Ability to communicate with all levels in the organisation.
- Ability to communicate effectively and professionally both verbally and in writing with internal and external contacts.
- Ability to interpret and apply procedures consistently and tactfully.
- Understand the importance of record keeping.
- Willingness to learn and flexibility to support the P2P team to maximise performance and implement efficiencies.
- Understanding of importance of buying from corporate contracts and purchasing frameworks.
- Good customer service skills and a positive can-do attitude.

English Language Skills:

You must possess the following linguistic skills when you start the position.

Listening & Speaking

- **Level 4:** Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.

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:

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.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- A Levels or a relevant NVQ qualification

Desirable experience:

- Experience of working in an office environment.
- Experience of processing invoices.
- Experience of using online travel booking tools.
- Experience of using a corporate/business credit card.

Desirable practical/personal skills:

- Basic information about tendering processes and procedures.

Disgrifiad Swydd

Teitl y Swydd: Cynorthwydd Prynu i Dalu (P2P)

Graddfa Gyflog: 5 £26,427 - £26,847 pro rata

Cyfeirnod Gwerthuso Swyddi (At ddefnydd AD): JD 1923-01

Lleoliad Gwaith: Canolfan Rheidol, Aberystwyth

Prif Bwrpas y Swydd:

Prif bwrpas y swydd yw hwyluso prynu nwyddau, gwasanaethau a gwaith mewn modd amserol, effeithlon a chywir yn unol â Rheolau Gweithdrefn Contractau a Rheoliadau Ariannol y Cyngor.

Prif Dasgau a Chyfrifoldebau:

Gwasanaeth Cwsmeriaid a Blaenoriaethu Gwaith

- Cynnal lefel uchel o ffocws ar gwsmeriaid, gan gefnogi cwsmeriaid mewnol i sicrhau bod eu hanghenion dilys yn cael eu diwallu.
- Blaenoriaethu gwaith er mwyn sicrhau nad oes unrhyw oedi wrth brosesu archebion gyda gofynion o ran cyfyngiadau amser.

Cydymffurfiaeth â Chaffael a Phrosesu Archebion

- Adolygu ceisiadau i godi archebion er mwyn sicrhau cydymffurfiaeth â'r Rheolau Gweithdrefn Contractau a'r gwerth gorau ar gyfer y Cyngor. Cadw cofnodion cywir o'r ceisiadau am archebion prynu a dderbynnir a phryd y cawsant eu prosesu.
- Dod o hyd i nwyddau a gwasanaethau, cysylltu â Swyddogion Caffael fel bo angen.
- Ymgymryd ag ymarferion dyfynbrisio a'u goruchwyllo, gan sicrhau bod yr holl ddogfennaeth addas wedi'i chynnwys.
- Codi archebion prynu gan ddefnyddio system gaffael electronig a phrosesu taliadau cerdyn credyd corfforaethol yn unol â rheoliadau ariannol a phrosesau mewnol.
- Ymdrin â chyflenwyr i wirio a chadarnhau gwybodaeth sy'n gysylltiedig ag archebion, gwneud trefniadau danfoniadau a datrys problemau ar ôl gwneud archebion, megis trefnu i ddychwelyd eitemau a nodiadau credyd.
- Sicrhau bod y swyddogion addas yn derbyn yr archebion ar y system brynu yn brydlon ar ôl iddynt gael eu cwblhau yn foddhaol.

Gweinyddu Cyllid a Thaliadau

- Cyflawni prosesau sy'n gysylltiedig â phrosesu anfonebau a chwblhau cysoniadau cardiau credyd misol
- Dirprwyo ar gyfer mewnbynnu anfonebau pan fo angen.
- Cynorthwyo â chasglu'r wybodaeth angenrheidiol wrth osod cyflenwyr newydd ar y system taliadau canolog, lle bo'n debygol y bydd y cyflenwyr hyn yn cael eu defnyddio fwy nag unwaith.
- Coladu gwybodaeth ar gyfer adroddiadau yn ôl yr angen.

Teithio a Llety

- Archebu gwestai, ceir llog, tocynnau trên a hediadau fel bo angen ar gyfer swyddogion o bob maes gwasanaeth.

Gallai fod angen i'r dyletswyddau gael eu hamrywio (yn dilyn trafodaeth â deiliad y swydd) yn amodol ar anghenion y gwasanaeth ac yn unol â phroffil cyffredinol y swydd.

Gwiriad gan Y Gwasanaeth Datgelu a Gwahardd*: Ddim yn Berthnasol

**Gellir dod o hyd i ganllawiau ynghylch y math o wiriad DBS yma*

Cofrestriad / Aelodaeth Broffesiynol Gofynnol: Ddim yn Berthnasol

Os dewisoch chi arall, darparwch y Cofrestriad/Aelodaeth sydd ei (h)angen: Ddim yn Berthnasol

Manyleb y Person

Gofynion Gofynnol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Gofynnol:

- TGAU Saesneg a Mathemateg ar radd C neu'n uwch (fel arall, profiad amlwg mewn gwaith sy'n gofyn am sgiliau llythrennol a rhifiadol).

Profiad gofynnol (Rhowch nifer y blynyddoedd o brofiad sydd ei angen):

- Defnyddio system electronig ar gyfer archebu a thalu.
- Isafswm o 2 flynedd o brofiad o ddefnyddio apiau Microsoft Office.

Sgiliau ymarferol/personol gofynnol:

- Dibynadwyedd a'r gallu i gyflawni tasgau'n gywir.
- Y gallu i weithio ar eich menter eich hun.
- Y gallu i ddefnyddio systemau Taliadau, Caffael ac Ariannol – darperir hyfforddiant.
- Y gallu i drefnu a blaenoriaethu gwaith.
- Y gallu i weithio'n unigol ac fel aelod o dîm.
- Y galli i gyfathrebu â phob lefel or Sefydliad.
- Y gallu i gyfathrebu'n effeithiol ac yn broffesiynol ar lafar ac yn ysgrifenedig â chysylltiadau mewnol ac allanol.
- Y gallu i ddehongli a chymhwyso gweithdrefnau yn gyson ac yn dringar.
- Yn deall pwysigrwydd cadw cofnodion.
- Parodrwydd i ddysgu a hyblygrwydd i gefnogi'r tîm Prynu i Dalu i sicrhau'r perfformiad gorau a rhoi arbedion effeithlonrwydd ar waith.
- Dealltwriaeth o bwysigrwydd prynu gan contractau corfforaethol a fframweithiau prynu.
- Sgiliau gwasanaeth cwsmeriaid da ac agwedd gallu gwneud gadarnhaol

Sgiliau Iaith Saesneg:

Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwranddo a Siarad

- **Lefel 4:** Yn gallu cyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun maes y swydd. Yn gallu deall gwahaniaethau mewn iaith a thafodiaith. Yn gallu dadlau dros neu yn erbyn achos penodol. Yn gallu cadeirio cyfarfodydd ac ateb cwestiynau'n hyderus o'r Gadair. Yn gallu rhoi cyflwyniadau'n rhugl ac yn hyderus yng nghyd-destun maes y swydd.

Sgiliau Darllen

- **Lefel 5:** Yn gallu deall adroddiadau, dogfennau ac erthyglau y mae ef/hi yn debygol o'u darllen yn ystod ei (g)waith, gan gynnwys cysyniadau cymhleth a fynegwyd yn nhermau dyrys.

Sgiliau Ysgrifennu

- **Lefel 5:** Yn gallu ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth wybodaeth i safon foddhaol gyda chymorth offerynnau iaith. Yn gallu ysgrifennu nodiadau manwl mewn cyfarfod tra'n cyfrannu'n llawn.

Sgiliau Iaith Gymraeg:

Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.

Gwranddo a Darllen

- **Lefel 2:** Yn gallu deall hanfod sgwrs. Yn gallu derbyn a deall negeseuon syml gan ddilyn patrymau normal, fel amser a lleoliad cyfarfod, gofyn i siarad â rhywun. Yn gallu trosglwyddo gwybodaeth sylfaenol a chyfarwyddiadau syml. Yn gallu dechrau sgysiau a chyfarfodydd a dod â nhw i ben yn ddwyieithog.

Sgiliau Darllen

- **Lefel 2:** Yn gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau cyfarwydd o fewn ei faes/maes arbenigedd, os rhoddir digon o amser.

Sgiliau Ysgrifennu

- **Lefel 2:** Yn gallu ysgrifennu neges fer, seml ar bapur neu dros e-bost i gydweithiwr o fewn y Cyngor neu gysylltiad allanol hysbys.

Gofynion Dymunol

Cymwysterau Academaidd, Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Cymwysterau Lefel A neu gymhwyster NVQ perthnasol

Profiad Dymunol:

- Profiad o weithio mewn amgylchedd swyddfa.
- Profiad o brosesu anfonebau.
- Profiad o ddefnyddio offerynnau archebu teithio ar-lein.
- Profiad o ddefnyddio cerdyn credyd corfforaethol/busnes.

Sgiliau ymarferol/personol dymunol:

- Gwybodaeth sylfaenol am brosesau a gweithdrefnau tendro.