

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Cyllid Cynorthwyo
Gwasanaeth	Cyllid a Chaffael
Graddfa	Gradd 11
Pwynt/iau Cyflog	32-34
Cyflog	£44,253 - £46,579
Pwrpas y Swydd	Rheoli meysydd gwaith amrywiol yr adran gan gynnwys Cymorth Cyfrifeg.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos,
Math o Gytundeb	Llawn Amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cyllid – Gwasanaeth Cyllid a Chyfrifon
Cyfrifoldebau Goruchwyllo / Rheoli	Rheolaeth lawn o'r timau canlynol: Cymorth Cyfrifyddu – Gwasanaethau Economi ac Adfywio, ynghyd â gwasanaethau eraill y Cyngor.
Atebolrwydd	Yn atebol am gyllid o ddydd i ddydd y Cyngor ac uniondeb y system ariannol. Diogelu gliniadur
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
- Rheoli gwasanaethau effeithiol, gan gynnwys swyddogaethau Cymorth Ariannol yn ogystal â rheolaeth gorfforaethol a chymorth cyfrifyddu i wahanol feysydd y Cyngor. - Cynorthwyo gyda datblygu polisiau a gweithdrefnau. - I gwblhau ffurflenni statudol amrywiol a hawliadau grant. - Gwaith cyfrifeg yn ymwneud â gosod datganiadau statudol yn y gyllideb gan roi sylw llawn i gydymffurfio â rheoliadau a chodau ymarfer cyfrifyddu. - Sicrhau bod perthynas effeithiol ag Archwiliad Allanol yn cael ei chynnal. - Ymchwilio, cael a pharatoi data a gwybodaeth sydd eu hangen ar gyfer sicrhau bod y Cyngor yn cydymffurfio a rheoliadau a chyfreithiau perthnasol. Dadansoddi a chyflwyno data a gwybodaeth. - Adolygu cynnydd y prosiect, monitro adroddiad perfformiad i'r rheolwyr ac ysgogi camau cywiro. - Gweithio'n agos gyda Swyddogion Arweiniol Corfforaethol a Rheolwyr eraill. - Cefnogi trefniadau rheoli perfformiad gan gynnwys adrodd ar berfformiad. - Sicrhau bod adrodd yn gyd gysylltiedig ag yn amserol. - Paratoi cynlluniau tîm sy'n cefnogi'r gwasanaeth - Nodi meysydd gwaith newydd, lle gellir gwneud gwelliannau i sicrhau defnydd effeithlon o adnoddau. - Rheoli tasgau ac adnoddau staff a chydlynw cynllunio gwaith o ddydd i ddydd i sicrhau defnydd digonol o adnoddau i gwrdd â'r dyddiadau cau a'r targedau sy'n berthnasol. - Bod yn rhan o reoli staff, eu datblygiad, dirprwyo gweithio tîm, cymhelliant a chynllunio. - Nodi anghenion datblygu a hyfforddi eich hun a'ch staff.	

- Cadw at bolisiâu cyfle cyfartal ac iechyd a diogelwch y Cyngor yn nyletswyddau'r swydd ac fel gweithiwr y Cyngor.
- Nodi ac adrodd unrhyw afreoleidd-dra i'r Rheolwyr a/y Prif Archwilydd Mewnol.
- Datblygu a symleiddio systemau a phrosesau i wneud effeithlonrwydd a gwella arferion gwaith.
- Gwneud defnydd llawn o dechnoleg er mwyn diwallu angen yr Awdurdod i wneud newid a gwelliant o fewn adnoddau cyfyngedig.
- Nid yw'r dyletswyddau a amlinellir i fod yn rhestr gynhwysfawr a byddant yn cynnwys unrhyw ddyletswyddau a chyfrifoldebau eraill ar lefel sy'n briodol i'r swydd ac mewn ymateb i newid/adolygiad sefydliadol ac i gynorthwyo hyblygrwydd.
- Goruchwyllo a rheoli staff fel y dyrannwyd ac yn berthnasol.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n briodol i radd a chymeriad y gwaith fel y bo'n rhesymol eu hangen i sicrhau perfformiad effeithlon y Gwasanaeth.

Cyfeirnod at Ddibenion Gwerthuso
Swyddi

JD 1046-06

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Gradd Prifysgol (2.2 neu uwch) mewn maes sy'n cynnwys modiwlau Cyfrifeg neu gymhwyster cyfrifydd rhannol gymwysedig neu gymhwyster Cymdeithas Broffesiynol Technegwyr Cyfrifyddu neu brofiad dangosadwy cyfatebol (neu gymhwyster cyfatebol / profiad arddangosadwy i unrhyw un/pob un o'r uchod). - NVQ Lefel 4 mewn Rheolaeth - Datblygiad Proffesiynol Parhaus (DPP) cyfredol - Dealltwriaeth o rôl y Rheolau Gweithdrefn Ariannol a Chontract (Rheoliadau Ariannol) mewn sefydliad.	
Sgiliau leithyddol Cymraeg	Siarad/Gwranddo: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau leithyddol Saesneg	Siarad/Gwranddo: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Mae angen y sgiliau iaith Saesneg a nodir adeg penodi
Sgiliau Ymarferol / Personol	- Gallu rheoli ystod o wasanaethau yn effeithiol gan ddefnyddio ystod o ddisgyblaethau arbenigol. - Y gallu i gyflwyno delwedd broffesiynol bob amser. - Gallu cymhwyso egwyddorion cyfrifyddu i'r broses gyllideb, monitro a rheoli a chau cyfrifon. - Yn gallu gweithio'n effeithiol gydag uwch reolwyr. - Gallu cydlynu, dehongli, gwerthuso, cydgrynhoi a lledaenu gwybodaeth o amrywiaeth o ffynonellau. - Gallu a gwybodaeth ar gyfer creu, datblygu a gweithredu polisïau a strategaethau. - Cyfathrebwr effeithiol o faterion cymhleth a gallu cynrychioli'r Cyngor wrth ddelio â sefydliadau eraill. - Y gallu i ysgrifennu a chyflwyno adroddiadau, i ddarparu atebion, ariannol neu fel arall. - Y gallu i ddarparu cymorth a chynghor ariannol, yn enwedig mewn perthynas â Chyllidebau, Cyfrifon Terfynol, Arferion Cyfrifyddu a Gweithdrefnau Ariannol a Chodau Ymarfer. - Yn ddigon hyblyg i weithio naill ai'n unigol neu fel rhan o dîm yn ôl y sefyllfa, ac yn gallu blaenoriaethu llwythi gwaith a gweithio i ddyddiadau cau. - Y gallu i ddefnyddio atebion Microsoft Office, a systemau ariannol craidd yr Awdurdod. - Y gallu i esbonio materion ariannol cymhleth yn effeithiol i uwch reolwyr. - Y gallu i ymgymryd â dyletswyddau'r swydd drwy gyfrwng y Gymraeg a'r Saesneg. - Dangos diddordeb mewn datblygiad personol ac anghenion hyfforddi a datblygu staff. - Parodwydd i ymgymryd â heriau a phrosiectau newydd	

Profiad Hanfodol	• 5 mlynedd o brofiad Uwch Gyllid a Rheolaeth yn y Sector Gyhoeddus. • Rheoli Systemau Ariannol a Chyfrifyddu yn gweithio mewn llywodraeth leol / sector cyhoeddus.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Datblygiad Proffesiynol Parhaus.

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.

Job Description

Post Name	Assistant Finance Manager
Service	Finance and Procurement
Grade	Grade 11
Spinal Point/s	32-34
Salary	£44,253 - £46,579
Job Purpose	To manage the sections' diverse areas of work including Accountancy Support.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Finance Manager – Service Accountancy
Supervisory/Managerial Responsibilities	Full management of the following teams: Accountancy Support - Economy & Regeneration Services, plus other Council services.
Accountability	Accountable for the day-to-day finances of the Council and integrity of the financial system. Safeguard laptop.
Contractual Terms Associated with the Post	N/A

Duties and Responsibilities

- To manage effective services, including the functions of Finance Support as well as corporate control and Accountancy support to various Council areas.
- To assist with the development of policies and procedures.
- To complete various statutory returns and grant claims.
- Accountancy work related to budget setting statutory statements having full regard to compliance with regulations and accounting codes of practice.
- Ensure that an effective relationship with External Audit is maintained.
- Research, obtain, and prepare data and information required for the ensuring that the Council is compliant with regulations and relevant laws. Analyse and present data and information.
- Review project progress, monitor performance report to management and instigate corrective action.
- Work closely with Corporate Lead Officers and other Managers.
- Support performance management arrangements including reporting on performance.
- Ensure that reporting is coordinated and timely.
- Prepare team plans that support the service.
- Identify new areas of work, where improvements can be made to ensure efficient use of resources.
- Manage tasks and staff resource and co-ordination of day-to-day work planning to ensure adequate use of resources to meet deadlines and targets applicable.
- To be involved in the management of staff, their development, team working delegation, motivation and planning.
- Identify the development and training needs of both yourself and staff.
- Abide by the Councils equal opportunities and health and safety policies in the duties of the post and as an employee of the Council.
- Identify and report any irregularities to Management and /Chief Internal Auditor.
- Develop and streamline systems and processes to make efficiencies and improve working practices.
- Make full use of technology in order to meet the Authority's need to bring about change and improvement within limited resources.
- The duties outlined are not meant to be an exhaustive list and will comprise any other duties and responsibilities at a level appropriate to the post and in response to organisational change/ review and to assist flexibility.
- Supervise and manage staff as allocated and applicable.
- Undertake any other duties appropriate to the grade and character of the work as may reasonably be required to ensure the efficient performance of the Service.

Job Evaluation Post Ref

JD 1046-06

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- University Degree (2.2 or higher) in a field which includes Accountancy modules or part qualified accountant or Fully qualified Professional Association of Accounting Technicians qualification or equivalent demonstrable experience (or equivalent qualification / demonstrable experience to any/all of above). - NVQ Level 4 in Management - Up to date Continuous Professional Development (CPD) - Understanding of the role of the Financial and Contract Procedure Rules (Financial Regulations) in an organization.	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing Level 2	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment
Required Practical and personal skills	- Be able to effectively manage a range of services using a range of specialist disciplines. - Ability to present a professional image at all times. - Be able to apply accounting principles to the budget process, monitoring and control and closure of accounts. - Able to work effectively with senior managers. - Be able to co-ordinate, interpret, evaluate, consolidate, and disseminate information from a variety of sources. - Ability and knowledge for the creating, developing and implementing policies and strategies. - Effective communicator of complex issues and be able to represent the Council in dealings with other organisations. - Ability to write and present reports, to provide solutions, financial or otherwise. - Ability to provide financial support and advice, especially in relation to Budgets, Final Accounts, Accounting Practices and Financial Procedures and Codes of Practice. - Flexible enough to work either individually or as part of a team as the situation demands, and able to prioritise workloads and work to deadlines. - Ability to use Microsoft Office solutions, and the Authority's core financial systems. - Ability to explain complex financial matters effectively to senior managers. - Ability to undertake the duties of the post through the medium of Welsh and English. - Demonstrate an interest in personal development and training and development needs of staff.	

	• A willingness to undertake new challenges and projects
Required Experience	• 5 years Public Sector Senior Finance and Management experience. • Financial Systems management and Accountancy work in local government / public sector.
Training/education required to be undertaken for the post/worked towards	Continuous Professional Development.

Desirable	
Qualifications / Training	
Practical / Personal Skills	• Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands.