

Swydd Ddisgrifiad: Swyddog Cyllido a Chydymffurfio	
Maes Rhaglen / Adran	Uned Cyllid Allanol (EFU)
Prif safle	Dolgellau (yn ddelfrydol) neu safle Llangefni
Cyflog	£27,231 i £32,557 y flwyddyn Cymorth Busnes Graddfa 5-6 Pwyntiau 25 - 31
Y math o gontract	Dros dro (hyd at 31/12/2024)
Telerau'r contract	Llawn amser
Yn atebol i	Rheolwr yr Uned Cyllid Allanol
Pwrpas y Swydd	
Mewn perthynas â phrosiect mawr penodol / neu nifer o brosiectau llai a ariannir gan grant:	
<ol style="list-style-type: none"> 1 Deall a gweithredu'n gywir reolau ariannu cynlluniau grant a ariennir yn allanol, mewn perthynas â chymhwysedd y gwariant a'r gofynion o ran tystiolaeth ategol. 2 Sicrhau nad yw elfennau anghymwys a/neu nas cefnogir yn cael eu hawlio. 3 Cynnal, gweithredu ac adolygu systemau'r Uned Cyllid Allanol. 4 Sicrhau bod systemau a phrosesau'r Uned Cyllid Allanol yn cydymffurfio â rheoliadau ariannol a chaffael GLIM 5 Sicrhau bod yr holl dystiolaeth o hawliadau (yn anariannol ac ariannol) yn gadarn. 6 Sicrhau bod hawliadau grant cywir yn cael eu paratoi a'u cyflwyno mewn modd amserol, yn unol â rheolau'r cynllun grant perthnasol. 7 Cynorthwyo gydag archwiliadau cydymffurfio rheolaidd yr holl gyllidwyr grant perthnasol (5x Awdurdod Lleol; Llywodraeth Cymru; Llywodraeth y DU; Bargen Twf Gogledd Cymru; Partneriaethau Trosglwyddo Gwybodaeth; Bwyd-Amaeth; ac Incwm Masnachol; ac ati; yn ôl yr angen). 	
Prif Ddyletswyddau a Chyfrifoldebau	
Mewn perthynas â phrosiect mawr penodol / neu nifer o brosiectau llai a ariannir gan grant:	
<ol style="list-style-type: none"> 1. Dehongli a gweithredu rheolau ynghylch tystiolaeth a hawliadau cynlluniau grant a ariennir yn allanol yn gywir. 2. Rhoi cyngor ar ofynion cydymffurfio â thystiolaeth y cynllun i Reolwr(wyr) Gweithredol y Prosiect. 3. Sicrhau gweithrediad cywir ac effeithlon holl systemau a phrosesau perthnasol yr Uned Cyllid Allanol. 4. Cynorthwyo i ffurfio cyllidebau grant prosiectau GLIM a ariennir yn allanol. 5. Cynorthwyo i wneud prosiectau mor gymwys â phosibl ar gyfer hawliadau a derbyniadau grant. 6. Rhoi cyngor gweithredol ar gamau gweithredu a fydd yn cynyddu hyblygrwydd "o fewn amodau'r Grant". 7. Sicrhau bod y systemau a'r prosesau sydd ar waith yn rhoi hyder i "Swyddog Cyfrifyddu" GLIM ei fod yn cydymffurfio'n llawn â rheolau'r Cynllun grant. 8. Sicrhau nad yw GLIM yn destun adfachiadau na chosbau ariannol. 9. Bod yn gyfrifol am gasglu, mewnbynnu, cyflwyno a chydgyssylltu'r holl ddata anariannol ar fuddiolwyr, a'i gywirdeb i gefnogi hawliadau cysylltiedig. 10. Bod yn gyfrifol am wirio, cysoni a monitro'r holl dystiolaeth anariannol sy'n angenrheidiol i gefnogi hawliadau grant. 11. Bod yn gyfrifol am wirio, cysoni a monitro'r holl dystiolaeth ariannol sydd ei hangen i gefnogi hawliadau grant. 12. Sicrhau bod tystiolaeth hawliadau (ariannol ac anariannol) yn cael ei pharatoi i gefnogi cyflwyno hawliadau a thystiolaeth ategol yn brydlon, yn unol â rheolau'r cynllun grant 	

13. Cynorthwyo a chefnogi'r archwiliadau cydymffurfio allanol a mewnol niferus a gynhelir.
14. Monitro'r llif arian yn weithredol a rhoi'r wybodaeth ddiweddaraf i Reolwyr Prosiectau Gweithredol.
15. Rhoi cymorth a chyngor mewn perthynas â dulliau cyfreithlon o wario a hawlio'r arian grant sydd ar gael, yn ôl yr angen.
16. Gweithredu a modelu'r broses o gyflwyno cyllidebau grant prosiectau fesul cam neu eu hailgyfnewid, yn ôl yr angen.
17. Monitro cydymffurfiaeth tystiolaeth grant anariannol a chynnydd ariannol, fel sy'n ofynnol gan Reolwr / Dirprwy Reolwr yr Uned Cyllid Allanol.
18. Mynychu cyfarfodydd ffurfiol i Reoli a Monitro prosiectau gyda'r Rheolwr neu'r Dirprwy, gan ddarparu gwybodaeth fanwl am gydymffurfiaeth, sicrwydd, a chynnydd ariannol pan fo angen.
19. Cynnal perthynas fewnol agos yr Uned Cyllid Allanol gyda'r Gyfadran Gyllid a'r Gyfarwyddiaeth MIS ac Arholiadau.
20. Ymgymryd â datblygiad technegol / proffesiynol yn ôl yr angen i gynnal y sgiliau gofynnol
21. Unrhyw waith arall sy'n gymesur â graddfa gyflog, sgiliau a galluoedd deiliad y swydd;
22. dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysg hyd at lefel 3 neu uwch	X		Ffurflen gais
Cymhwyster Rheoli Prosiectau Prince 2 ar y Lefel Sylfaen	X		Ffurflen gais
Gweithredwr ISO9001 (Prosesau a Rheolaethau)		X	Ffurflen gais
Cymhwyster Rheoli Prosiectau Prince 2 ar Lefel Ymarferydd		X	Ffurflen gais
Cyfrifydd (aelodaeth o AAT neu gymhwyster CCAB Lefel Sylfaen) (ICAEW/ICAS/ICAI/CIMA/ACCA/CIPFA)		X	Ffurflen gais
Gwybodaeth a Phrofiad			
Dealltwriaeth gadarn a phrofiad o weithredu a chymhwyso rheolau Cyllid Grant Refeniw yn llwyddiannus.	X		Ffurflen gais / Cyfweliad
Dealltwriaeth gadarn a phrofiad o weithredu a chymhwyso rheolau Cyllid Grant Refeniw yn llwyddiannus.	X		Ffurflen gais / Cyfweliad
Profiad o baratoi cyllidebau a llif arian mewn amgylchedd sy'n cael arian grant.	X		Ffurflen gais / Cyfweliad
Sgiliau a Phriodweddau			

Y gallu i weithio dan bwysau ac yn unol ag amserlen.	X		Ffurflen gais / Cyfweliad
Sgiliau cyfathrebu da, hyblygrwydd a sgiliau rhyngpersonol da.	X		Ffurflen gais / Cyfweliad
Gwybodaeth ymarferol dda o becynnau MS.Office	X		Ffurflen gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Aseidiadau ar-lein / Cyfweliad
Noder: bydd ymgeiswyr sy'n dangos eu bod o fewn 1 lefel i fodloni gofynion Sgiliau Cymraeg Hanfodol y swydd hefyd yn cael eu hystyried ar yr amod bod unrhyw swydd a gynigir iddynt yn cynnwys cytundeb dan gontract i ddatblygu eu Sgiliau Cymraeg.			
Gofynion Gorfodol			
<p>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	37 awr yr wythnos		
Wythnos Waith	52 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)		

Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
Sgrinio Iechyd	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>

Job description: Funding and Compliance Officer	
Programme area / Department	External Funding Unit (EFU)
Main site	Dolgellau (preferred) or the Llangefni site
Salary	£27,231 to £32,557 per annum Business Support Scale 5-6 Points 25 - 31
Contract type	Fixed term (until 31/12/2024)
Contract terms	Full time
Reporting to	EFU Manager
Job purpose	
<p>In relation to a certain designated grant funded large project / or alternatively for several smaller projects :-</p> <ol style="list-style-type: none"> 1. To understand and correctly implement externally funded grant scheme funding rules, relating to both eligible expenditures and as to supporting evidence requirements. 2. Ensuring ineligible and/or unsupported elements are not claimed. 3. To maintain, operate, and review such EFU Unit systems. 4. To ensure EFU systems and processes are compliant with GLLM financial and procurement regulations 5. To ensure that all claims evidence (both non-financial and financial) is robust. 6. To ensure that accurate grant claims are prepared and submitted in a timely manner, in accordance with relevant grant scheme rules. 7. Assist in the liaison with the regular compliance audits, from all relevant grant funders (5xL.A.'s; W.Gov.; UK.Gov.; NWGD; KTP; Agri-Food; and Commercial Income; etc; as required directed). 	
Main duties and responsibilities	
<p>In relation to a certain designated grant funded large project / or alternatively for several smaller projects :-</p> <ol style="list-style-type: none"> 1. Correctly interpret and implement the externally funded grant scheme's evidence and claim Rules. 2. Provide advice on scheme evidence compliance requirements to Operational Project Manager(s) 3. Ensure the accurate and efficient operation of all relevant EFU systems and processes. 4. Assist in the formation of GLLM externally funded project grant budgets. 5. Assist in maximising eligibility for grant claims and receipts. 6. Operationally advise on courses of action which will maximise flexibility in "within Grant" eligible heads. 7. Actively ensure the systems and processes in operation provide the GLLM "Accounting Officer" with suitable confidence of full compliance with grant Scheme rules. 8. Ensure GLLM is not subjected to funding claw-backs nor disallowances. 9. Responsible for gathering, input, presenting and coordination of all non-financial beneficiary data, and its accuracy in support of related claims. 10. Responsible for actively verifying, reconciling and monitoring all non-financial evidence necessary to support Grant claims. 11. Responsible for actively verifying, reconciling and monitoring all financial evidence required to support grant claims. 12. Ensure claims evidence (both financial and non-financial) is prepared to support timely submission of claims and supporting evidence, in accordance with the rules of the grant scheme 13. Assist and support the many regular external and internal compliance audits. 14. Actively monitor cash flow and keep Operational Project Managers updated. 	

15. Assist and advise on methods to legitimately expend and claim the eligible grant funds available, as and when required.
16. To action and model the phasing or re-phasing of project grant budgets, as and when required.
17. To monitor non-financial grant evidence compliance and financial progress, as required by the EFU Manager / Deputy.
18. With the Manager or Deputy, attend formal internal Project Management and Monitoring Meetings, providing detailed compliance, assurance, and financial progress information when required.
19. To maintain the EFU Unit's close internal relationships with the Finance Directorate and the MIS and Exams Directorate.
20. To undertake technical / professional development as necessary to maintain the required skills
21. Any other work commensurate with the grade, skills and capabilities of the post and post holder;
22. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to Level 3 or above	X		Application form
Prince 2 Project Management Qualified at Foundation Level	X		Application form
ISO9001 Implementer (Processes and Controls)		X	Application form
Prince 2 Project Management Qualified at Practitioner Level		X	Application form
AAT or Foundation Level Qualified CCAB body Accountant (ICAEW/ICAS/ICAI/CIMA/ACCA/CIPFA)		X	Application form
Knowledge and experience			
A firm understanding and track record of successfully implementing and applying Revenue Grant Funding rules.	X		Application form / Interview
A good understanding and track record of operating Project Grant systems and processes and claims.	X		Application form / Interview
Experience of preparation of budgets and cash flows in a Grant funded environment.	X		Application form / Interview
Skills and attributes			
Ability to work under pressure and to meet deadlines.	X		Application form / Interview
Good communication, flexibility and interpersonal skills.	X		Application form / Interview

Good working knowledge of MS.Office packages	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		On-line assessment / Interview
Welsh Speaking	Intermediate		On-line assessment / Interview
Welsh Literacy	Intermediate		On-line assessment / Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
Mandatory requirements			
<p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
Summary of the terms and conditions			
Working hours	37 hours per week		
Working weeks	52 weeks per year		
Annual leave	<ul style="list-style-type: none"> ● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary. 		
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)		
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage</p>		

	expenses for using their own car to confirm that “Business Use” insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.