

Swydd ddisgrifiad: Cyfrifydd Rheoli			
Maes Rhaglen / Adran	Cyllid		
Prif safle	Llandrillo-yn-Rhos neu Llwyn Brain		
Cyflog	Graddfa 5 Pwyntiau 25 – 28 £28,729 - £31,176 y flwyddyn Cymorth Busnes		
Y math o contract	Parhaol		
Telerau'r contract	Llawn amser		
Yn adrodd i	Rheolwr Cyllid y Grŵp		
Prif ddyletswyddau a chyfrifoldebau			
<p>Adroddiadau ariannol</p> <ol style="list-style-type: none"> Paratoi llyfrau cofnodion incwm a chysoniadau ar gyfer y cyfrifon rheoli misol yn unol â'r amserlen a bennir gan Reolwr Cyllid y Grŵp. Goruchwylio dangosfwrdd cyllid Proactis, gan sicrhau ei fod yn cael y wybodaeth ddiweddaraf am unrhyw newidiadau hierarchaidd yn y Grŵp a bod gan bob rheolwr fynediad priodol. Sicrhau bod dangosfwrdd cyllid Proactis yn adrodd yn gywir ar ffigurau o systemau SUN a Vision Q&A. Adolygu cyfrifon incwm a gwariant yn erbyn y gyllideb a chodi cronïadau a threfnu rhagdaliadau priodol. Cynhyrchu cysoniadau mantolen ar ddiwedd y mis i gytuno gyda balansau'r cyfrifyfr a'u cynnwys yn y Fantolen Brawf. Paratoi a dosbarthu llyfrau cofnodion incwm ar draws Addysg Bellach, Dysgu seiliedig ar Waith a ffynonellau incwm eraill. Gweinyddu'r cyfrifon nominal a hierarchaeth y ganolfan gost i sicrhau eu bod yn cynrychioli anghenion y Grŵp yn briodol ar y cyd â Rheolwr Cyllid y Grŵp. Nodi gwelliannau mewn effeithlonrwydd i'r broses cyfrifon rheoli i sicrhau bod y cyfrifon yn cael eu cynhyrchu'n amserol. <p>Cyllidebu a Rhagolygon Ariannol</p> <ol style="list-style-type: none"> Cynorthwyo gyda phroses Cynllunio a Chyllidebu'r Grŵp ym maes Cyllid a diweddarau'r Cynlluniau Staff blynyddol a'r templedi Cyllideb. Paratoi a dosbarthu'r cofnodion cyllideb blynyddol i ddiweddarau'r gyllideb ar Proactis i'r rheolwyr. Paratoi cysoniad a rhagolwg y sefydliad a chysoni hynny â chynlluniau cyllideb y staff. <p>Arall</p> <ol style="list-style-type: none"> Dyletswyddau ad hoc eraill ar gais y Cyfarwyddwr Cyllid neu Reolwr Cyllid y Grŵp. 			
Manyleb deiliad y swydd	Hanfodol	Dymunol	Dull asesu
Cymwysterau			
Statws Cyfrifydd wedi cymhwyso'n rhannol (ACA, CIMA, ACCA, CIPFA)		X	Ffurflen gais / Cyfweliad

Isafswm o dair blynedd o brofiad yn gweithio ym maes cyllid yn y sector addysg neu swyddogaeth gyllid debyg	X		Ffurflen gais / Cyfweliad
Gweithio tuag at gymhwyster cyfrifeg		X	Ffurflen gais / Cyfweliad
Gwybodaeth a phrofiad			
Profiad da o systemau cyllid a gofynion statudol	X		Ffurflen gais / Cyfweliad
Gwybodaeth ymarferol dda ynghylch rhaglenni Excel, Word a Google	X		Ffurflen gais / Cyfweliad
Sgiliau a phriodoleddau			
Y gallu i weithio i amserlen dynn	X		Ffurflen gais / Cyfweliad
Y gallu i weithio fel rhan o dîm.	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	Sylfaenol		Cyfweliad
Gallu i siarad Cymraeg	Sylfaenol		Cyfweliad
Llythrennedd Cymraeg	Sylfaenol		Cyfweliad
Noder: bydd ymgeiswyr sy'n dangos eu bod o fewn un lefel i fodloni gofynion sgiliau Cymraeg 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 iechyd a lles plant, pobl ifanc ac oedolion sy'n 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'r Gwasanaeth Datgelu a Gwahardd (DBS) trwy wasanaeth diweddarau'r gwasanaeth 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		
Wythnosau gwaith	52 wythnos y flwyddyn		
Gwyliau blynyddol	<ul style="list-style-type: none"> • 32 diwrnod o wyliau'r flwyddyn • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. 		

	<ul style="list-style-type: none"> Hyd at 5 diwrnod effeithlonrwydd 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 lenwi 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 tystysgrif yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus ateb holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Management Accountant			
Programme area / Department	Finance		
Main site	Rhos on Sea or Llwyn Brain		
Salary	Scale 5 points 25 – 28 £28,729 - £31,176 per annum per annum Business Support		
Contract type	Permanent		
Contract terms	Full Time		
Reporting to	Grŵp Finance Manager		
Main duties and responsibilities			
<p>Financial Reporting</p> <ol style="list-style-type: none"> 1. Preparation of journals and reconciliations for the monthly management accounts in accordance with timetable as determined by the Grŵp Finance Manager. 2. Overseeing the Proactis finance dashboard, ensuring it is kept updated with any hierarchical changes within the Grŵp and that all managers have appropriate access. Ensure that the Proactis finance dashboard accurately reports figures from SUN systems and Vision Q&A. 3. Reviewing income and expenditure accounts against budget and raising appropriate accruals and prepayments. 4. Producing balance sheet reconciliations at the month end to agree ledger balances into the Trial Balance. 5. Preparing and posting income journals across FE, WBL and other sources of income. 6. Administering the nominal accounts and cost centre hierarchy to ensure that it appropriately represents the needs of the Grŵp in conjunction with the Grŵp Finance Manager. 7. Identifying improvements in efficiency that can be made to the management accounts process to ensure that accounts are produced on a timely basis. <p>Budgets and Forecasting</p> <ol style="list-style-type: none"> 1. Assisting with the Grŵp's Planning and Budgeting process for Finance and the updating of the annual Staff Plans and Budget templates. 2. Preparing and posting the annual budget journals to update the budget on Proactis for managers. 3. Preparing the Establishment reconciliation and forecast and the reconciliation to the budget staff plans. <p>Other</p> <ol style="list-style-type: none"> 1. Other ad hoc duties as requested by the Director of Finance or Grŵp Finance Manager. 			
Person specification	Essential	Desirable	Assessment method
Qualifications			
Part Qualified Accountant status (ACA,CIMA,ACCA,CIPFA)		X	Application form / Interview

Minimum 3 years experience working in finance within the education sector or similar finance function	X		Application form / Interview
Working towards an accountancy qualification		X	Application form / Interview
Knowledge and experience			
Good experience of finance systems and statutory requirements	X		Application form / Interview
Good working knowledge of Excel, Word and Google programmes	X		Application form / Interview
Skills and attributes			
The ability to work to strict deadlines	X		Application form / Interview
The ability to work as part of a team.	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	Foundation		Interview
Welsh Speaking	Foundation		Interview
Welsh Literacy	Foundation		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"> ● 32 days leave per annum ● 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/)		

<p>Travel</p>	<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>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.</p>
<p>Health screening</p>	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p>