

DISGRIFIAD SWYDD

TEITL SWYDD	Rheolwr Cyllid Prosiectau
ADRODD I	Pennaeth Busnes
LLEOLIAD	Caernarfon
ORIAU	22.5 awr
CYFLOG	B5 £35,189 - £40,788 (pro rata)
CYTUNDEB	Parhaol

Mae'r swydd hon yn gweithio ochor yn ochor a Rheolwr Cyllid Adnoddau rhan amser a byddwn yn trafod union ddyletswyddau ar ôl penodi ond mae'r cyfan wedi ei amlinellu isod.

PWRPAS Y SWYDD

Bydd y Rheolwr Cyllid Prosiectau'n cydweithio'n agos â'r Rheolwr Cyllid Adnoddau i sicrhau rheolaeth ariannol gadarn ar draws y sefydliad, gan rannu gwybodaeth a chyd-gysylltu gwaith monitro cyllidebol, cynllunio strategol ac adrodd ariannol gyda phwyslais ar ddarparu cyllidebau manwl ac adroddiadau ariannol cyson ar draws holl brosiectau'r elusen. Bydd deiliad y swydd yn sicrhau defnydd effeithiol o adnoddau, cydymffurfriad statudol, a chefnogaeth ariannol gadarn i'r uwch dîm rheoli a rheolwyr prosiectau.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Arwain ar baratoi, monitro a diweddarau cyllidebau prosiectau; sicrhau bod rheolwyr yn derbyn gwybodaeth fanwl, gywir ac amserol i wneud penderfyniadau gwybodus.
- ⇒ Cynhyrchu adroddiadau ariannol rheolaidd ar brosiectau a'u cyflwyno i reolwyr, ymddiriedolwyr, a rhanddeiliaid allweddol.
- ⇒ Cydlynu'r broses cynllunio ariannol ar gyfer prosiectau newydd ac adnewyddu cyllid.
- ⇒ Goruchwylio systemau ariannol GISDA (gan gynnwys SAGE, Advantage, Excel, a chyflogres), gan sicrhau eu bod yn effeithlon ac yn addas i'r diben.
- ⇒ Sicrhau cydymffurfriad llawn â deddfwriaeth berthnasol, safonau elusennol a gofynion archwilio.
- ⇒ Arwain ar ddatblygu, gweithredu a monitro polisiâu ariannol y sefydliad.
- ⇒ Bod yn bwynt cyswllt allweddol gyda'r archwilwyr, trysorydd, a chyrrff allanol gan gynnwys y Comisiwn Elusennau.
- ⇒ Rheoli'r broses gyflogres a'r cynllun pensiwn gyda chydweithrediad asiantaethau allanol lle bo'n berthnasol.
- ⇒ Darparu cefnogaeth ariannol strategol i'r Prif Weithredwr a'r uwch dîm rheoli.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfeirniadol, anwahaniaethol ym mhob agwedd o'r

gwaith, i ddefnyddwyr gwasanaeth, cydweithwyr, y bwrdd rheoli ac aelodau'r cyhoedd / asiantaethau eraill.

- ⇒ Hyrwyddo Gwerthoedd Mewnol a Diwylliant GISDA.
- ⇒ Hyrwyddo Nodau ac Amcanion GISDA.
- ⇒ Ymgymryd ag unrhyw ddyletswyddau rhesymol yn ôl y gofyn.
- ⇒ Sicrhau y cedwir at bolisiau a gweithdrefnau cyfredol GISDA.
- ⇒ Cyfrannu at sesiynau goruchwyllo a gwerthusiadau blynyddol.
- ⇒ Cadw'r holl wybodaeth sy'n ymwneud â staff a defnyddwyr gwasanaeth yn gyfrinachol, yn unol â chyfraith diogelu data a pholisi cyfrinachedd y Cwmni
- ⇒ cynnal goruchwyliaeth rheolaidd ac adolygiadau blynyddol
- ⇒ adnabod a chefnogi anghenion datblygu proffesiynol staff

MANYLDEB PERSON			
MEINC NODAU	HANFODOL	DYMUNOL	ASESU
Addysg a Chymwysterau	Cymhwyster Cyllid i lefel sydd yn cyfateb gyda gofynion y swydd ddisgrifiad	AAT Lefel 4 (neu gyfwerth)	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i'r Swydd	3+ o brofiad rheoli cyllid a chyllidebau ar lefel uwch	Profiad yn y sector gwirfoddol neu amgylchedd (busnes) tebyg	Ffurflen Gais a Chyfweliad
		Cefndir cyllid trafodion eang	Ffurflen Gais a Chyfweliad
		Profiad arweinyddiaeth gadarn	Ffurflen Gais a Chyfweliad
		Gweithredu system gyflogres cwmni	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i'r Swydd	Gwybodaeth ymarferol dda o Excel a Sage 50 (neu feddalwedd ariannol tebyg)	Gwybodaeth ymarferol dda o brosesau cyllid a chaffael	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o drefn TWE ac yswiriant cyflogwr	Sgiliau dadansoddi	Ffurflen Gais a Chyfweliad
	Gallu cyflwyno gwybodaeth ariannol i gydweithwyr tu allan i'r adran gyllid ac i aelodau bwrdd		Ffurflen Gais a Chyfweliad
	Sgiliau rheoli a dadansoddi gwybodaeth am gyllid gyda'r gallu i ddylunio a gweithredu datrysiadau		Ffurflen Gais a Chyfweliad
	Cyfathrebu ysgrifenedig a llafar da yn Gymraeg ac Saesneg		Ffurflen Gais a Chyfweliad
	Gallu gweithio ar eich ben eich hun a gwneud gwaith heb oruchwyliaeth		Ffurflen Gais a Chyfweliad
	Lefel uchel o sylw i fanylion		Ffurflen Gais a Chyfweliad
Arall	Yn awyddus i ddysgu a datblygu ymagwedd broffesiynol ac agwedd hyblyg; parodrwydd i gynorthwyo aelodau eraill o staff	.	Ffurflen Gais a Chyfweliad
Iaith	Y gallu i weithio trwy gyfrwng y Gymraeg a'r Saesneg		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Projects Finance Manager
REPORTING TO	Head of Business
LOCATION	Caernarfon
HOURS	22.5 hours
SALARY	B5 £35,189 - £40,788 (pro rata)
CONTRACT	Permanent

This position works side by side with a part time Resources Finance Manager and we will discuss exact duties once appointed but it is all outlined below.

PURPOSE OF JOB
The Projects Finance Manager will collaborate closely with the Resource Finance Manager to ensure sound financial management across the organisation, sharing information and co-ordinating budgetary monitoring, strategic planning and financial reporting with an emphasis on providing detailed budgets and consistent financial reports across all the charity's projects. The post holder will ensure effective use of resources, statutory compliance, and sound financial support for the senior management team and project managers.
KEY RESPONSIBILITIES
Lead the preparation, monitoring and updating of project budgets; ensure that managers receive detailed, accurate and timely information to make informed decisions. ⇒ Produce regular financial reports on projects and present them to managers, trustees, and key stakeholders. ⇒ Coordinating the financial planning process for new projects and funding renewals. ⇒ Oversee GISDA's financial systems (including SAGE, Advantage, Excel, and payroll), ensuring they are efficient and fit for purpose. ⇒ Ensure full compliance with relevant legislation, charitable standards and audit requirements. ⇒ Lead the development, implementation and monitoring of the organisation's financial policies. ⇒ Be a key point of contact with the auditors, treasurer, and external bodies including the Charity Commission. ⇒ Manage the payroll process and the pension scheme with the cooperation of external agencies where relevant. ⇒ Provide strategic financial support to the Chief Executive and the senior management team.

GENERAL RESPONSIBILITIES

- ⇒ Contribute to your own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory approach in all aspects of the work, to service users, colleagues, the board of management and members of the public / other agencies.
- ⇒ Promoting GISDA's Internal Values and Culture.
- ⇒ Promoting the Aims and Objectives of GISDA.
- ⇒ Undertake any reasonable duties as required.
- ⇒ Ensure that current GISDA policies and procedures are adhered to.
- ⇒ Contribute to supervision sessions and annual appraisals.
- ⇒ Keep all information relating to staff and service users confidential, in accordance with data protection law and the Company's confidentiality policy

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Finance Qualification to a level that matches the requirements of the job description	AAT Level 4 (or equivalent)	Application Form and Certificates
Experience Relevant to Job	3+ experience managing finance and budgets at senior level	Experience in the voluntary sector or a similar (business) environment	Application Form and Interview
		A broad transactional finance background	Application Form and Interview
		Solid leadership experience	Application Form and Interview
		Implement company payroll system	Application Form and Interview
Skills Relevant to Job	Good working knowledge of Excel and Sage 50 (or similar financial software)	Good working knowledge of finance and procurement processes	Application Form and Interview
	Understanding of the PAYE system and employer's insurance	Analytical skills	Application Form and Interview
	Being able to present financial information to colleagues outside the finance department and to board members		Application Form and Interview
	Financial information management and analysis skills with the ability to design and implement solutions		Application Form and Interview
	Good written and verbal communication		Application Form and Interview
	An orderly and organized approach		Application Form and Interview
	Able to work on your own initiative and do work without supervision		Application Form and Interview
	High level of attention to detail		Application Form and Interview
Other	Keen to learn and develop; professional approach and flexible attitude; willingness to assist other members of staff	.	Application Form and Interview
Language	Ability to work through the medium of Welsh and English		Application Form and Interview