

DISGRIFIAD SWYDD

TEITL SWYDD	Rheolwr Cyllid
ADRODD I	Prif Weithredwr
LLEOLIAD	Caernarfon
ORIAU	37 yr wythnos ond byddwn yn ystyried oriau rhan amser, rhannu swydd a/neu weithio hybrid
CYFLOG	B5 £31,740-£37,353
CYTUNDEB	Parhaol

PWRPAS Y SWYDD

- Arwain a rheoli holl weithgaredd o fewn adran gyllid GISDA gan gynnwys staff.
- Darparu arbenigedd ariannol i sicrhau cydymffurfiad gyda deddfwriaethau cyfredol i sefydliadau elusennol.
- Goruchwylio systemau cyllid cyfredol GISDA gan gynnwys – SAGE, Advantage, cyfrifon ar Excel a Payroll
- Darparu adroddiadau cyllid ar ein prosiectau yn fisol gan gynnwys paratoi cyllidebau a chyfrifon diwedd blwyddyn.
- Sicrhau rhediad llyfn ein holl brosesau cyllid ac arwain a chefnogi staff i gwblhau y gwaith hynny.
- Bod y prif bwynt cyswllt gydag asiantaethau allanol mewn perthynas gyda materion cyllid.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Sicrhau bod ffynonellau cyllid y cwmni'n cael eu defnyddio'n effeithlon ac effeithiol i alluogi'r busnes i gyflawni ei weithgareddau yn ymwneud â chefnogi pobl ifanc yn yr ardal.
- ⇒ Darparu rôl allweddol yn y paratoadau ac wrth fonitro'r data perfformiad ac ariannol at ddefnydd rheolwyr, ymddiriedolwyr, cwsmeriaid a rhanddeiliaid.
- ⇒ I reoli a chyd-drefnu gweithredoedd ac adnoddau ariannol y cwmni a sicrhau bod yr adnoddau hyn yn cael eu defnyddio'n effeithlon ac effeithiol.
- ⇒ Arwain a datblygu systemau ariannol y cwmni a sicrhau eu bod nhw'n cael eu defnyddio'n bwrpasol ac yn cwrdd â'r gofynion statudol a chonfensiynau cyfrifeg derbyniol.
- ⇒ Arwain ar ddatblygu, gweithredu a monitro llawlyfr, gweithdrefnau a pholisïau cyllid y cwmni
- ⇒ Arwain ar yr holl waith bancio a bod yn brif bwynt cyswllt gyda'n bancwyr.
- ⇒ Arwain a goruchwylio proses talu cyflogau GISDA. (Allanolir rhan o'r gyflogres i gwmni allanol ar hyn o bryd)
- ⇒ I reoli unrhyw faterion trethu a all godi.

- ⇒ Bod yn gyfrifol am gyfrifon blynyddol GISDA a bod yn brif bwynt cyswllt i archwiliwr a thrysorydd GISDA.
- ⇒ Cyfrifoldeb dros gyfrifon banc GISDA
- ⇒ Sicrhau bod y staff yn dilyn y gweithdrefnau cyllidol a bod ein prosesau diwydrwydd dyledus yn ddiogel. Ymgymryd âg archwiliadau mewnol a hunan-fonitro ein systemau gan gynnwys rhestr gyflogau, arian mân a'r caffï i sicrhau ein bod ni'n ddiogel rhag dwyll.
- ⇒ Dadansoddi canlyniadau perfformiad ac arwain ar fentrau sy'n adnabod arbediadau a gwella systemau.
- ⇒ Rheoli cynllun pensiwn GISDA gyda'r asiantaethau addas a chyd-drefnu darparu'r wybodaeth am gynlluniau pensiwn i'r staff priodol.
- ⇒ I fod yn gyfrifol ac atebol i holl adroddiadau grantiau i gomisiynwyr.
- ⇒ Hysbysu ac adrodd i'r Comisiwn Elusennau a Tŷ'r Cwmnïau ar y cyfrifon blynyddol ar y cyd gyda Pennaeth GISDA
- ⇒ Goruchwylïo'r holl gontractau a sicrhau gwerth am arian megis contractau ffôn, yswiriant, ffotocopiwr ac ati.
- ⇒ Goruchwylïo rhestr cyflenwyr a phrynwyr GISDA a sicrhau bod eu gwybodaeth yn gyfredol ar ein systemau.
- ⇒ Sicrhau cyfathrebu effeithiol ym mhob agwedd o'r gwaith
- ⇒ Sefydlu a chytuno ar dargedau efo staff ac yna eu monitro
- ⇒ Darparu cyngor a chefnogaeth addas i'r Prifweithredwr
- ⇒ Cyfathrebu anghenion yr adran i'r Prifweithredwr

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 goruchwylïo 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 goruchwylïaeth 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 Chyweliad
		Cefndir cyllid trafodion eang	Ffurflen Gais a Chyweliad
		Profiad arweinyddiaeth gadarn	Ffurflen Gais a Chyweliad
		Gweithredu system gyflogres cwmni	Ffurflen Gais a Chyweliad
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 Chyweliad
	Dealltwriaeth o drefn TWE ac yswiriant cyflogwr	Sgiliau dadansoddi	Ffurflen Gais a Chyweliad
	Gallu cyflwyno gwybodaeth ariannol i gydweithwyr tu allan i'r adran gyllid ac i aelodau bwrdd		Ffurflen Gais a Chyweliad
	Sgiliau rheoli a dadansoddi gwybodaeth am gyllid gyda'r gallu i ddylunio a gweithredu datrysiadau		Ffurflen Gais a Chyweliad
	Cyfathrebu ysgrifenedig a llafar da yn Gymraeg ac Saesneg		Ffurflen Gais a Chyweliad
	Gallu gweithio ar eich ben eich hun a gwneud gwaith heb oruchwyliaeth		Ffurflen Gais a Chyweliad
	Lefel uchel o sylw i fanylion		Ffurflen Gais a Chyweliad
Arall	Yn awyddus i ddysgu a datblygu ymagwedd broffesiynol ac agwedd hyblyg; parodrwydd i gynorthwyo aelodau eraill o staff	.	Ffurflen Gais a Chyweliad
Iaith	Y gallu i weithio trwy gyfrwng y Gymraeg a'r Saesneg		Ffurflen Gais a Chyweliad

JOB DESCRIPTION

JOB TITLE	Finance Manager
REPORTING TO	Chief Executive
LOCATION	Caernarfon
HOURS	37 per week but would consider part time hours, job share and/or hybrid working
SALARY	B5 £31,740-£37,353
CONTRACT	Permanent

PURPOSE OF JOB

- Lead and manage operations within GISDA's finance department
- Provide financial expertise to ensure compliance with current legislation for charitable organisations.
- Oversee GISDA's current finance systems including – SAGE, Advantage, accounts on Excel and Payroll
- Providing monthly financial reports on our projects including preparing budgets and end of year accounts.
- Ensure the smooth running of all our finance processes and guide and support staff to complete that work.
- Being the main point of contact with external agencies in relation to finance matters

KEY RESPONSIBILITIES

- ⇒ Ensure that the company's funding sources are used efficiently and effectively to enable the business to carry out its activities related to supporting young people in the area.
- ⇒ Provide a key role in the preparation and monitoring of the performance and financial data for the use of managers, trustees, customers and stakeholders.
- ⇒ To manage and co-ordinate the actions and financial resources of the company and ensure that these resources are used efficiently and effectively ensure that they are used purposefully and meet the statutory requirements and acceptable accounting conventions.
- ⇒ Lead and develop the company's financial systems and ensure that they are used as intended and meet the statutory requirements and acceptable accounting conventions
- ⇒ Leading on the development, implementation and monitoring of the company finance handbook, procedures and policies.

- ⇒ Lead all banking work and be the main point of contact with our bankers.
- ⇒ Lead the GISDA payroll and oversee all processes (part of the payroll process is currently outsourced)
- ⇒ To manage any taxation issues that may arise.
- ⇒ Be responsible for GISDA's annual accounts and be the main point of contact for GISDA's auditor and treasurer.
- ⇒ Responsibility for GISDA's bank accounts
- ⇒ Ensure that the staff follow the financial procedures and that our due diligence processes are secure. Undertake internal audits and self-monitoring of our systems including payroll, petty cash and the cafe to ensure we are fraud-proof.
- ⇒ Analyze performance results and lead on initiatives that identify savings and improve systems.
- ⇒ Manage the GISDA pension scheme with the appropriate agencies and co-ordinate the provision of information on pension schemes to the appropriate staff.
- ⇒ To be responsible and accountable for all grant reports to commissioners.
- ⇒ Work with Head of Business to inform and report to the Charity Commission and Companies House on the annual accounts.
- ⇒ Supervise all contracts and ensure value for money such as telephone contracts, insurance, photocopier etc.
- ⇒ ensure effective communication in all aspects of the work
- ⇒ establishing and agreeing targets with staff
- ⇒ monitor staff performance against the targets
- ⇒ provide suitable advice and support
- ⇒ communicating the needs of the department to the Management Team
- ⇒ carrying out regular supervision and annual reviews
- ⇒ identify and support the professional development needs of staff

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