

DISGRIFIAD SWYDD

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| TEITL SWYDD | Swyddog Cyllid |
| ADRODD I | Rheolwr Cyllid |
| LLEOLIAD | Caernarfon |
| ORIAU | 37 yr wythnos ond byddwn yn ystyried oriau rhan amser, rhannu swydd a/neu weithio hybrid |
| CYFLOG | B3 £19,603 - £20,918 |
| CYTUNDEB | Parhaol |

PWRPAS Y SWYDD

Mae rôl y Swyddog Cyllid yn cynnwys tasgau ariannol amrywiol i gynorthwyo gyda rhedeg adran Gyllid GISDA. Bydd y rôl yn hwyluso, monitro a chynorthwyo gyda thasgau o ddydd i ddydd i gefnogi'r Rheolwr Cyllid a swyddogaethau craidd y sefydliad i alluogi staff i ddarparu gwasanaeth rhagorol i bobl ifanc ddigartref Gwynedd.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Cynorthwyo a monitro'r broses o gofnodi a chysoni holl incwm a gwariant y Cwmni.
- ⇒ Dosbarthu a chysoni Arian Mân
- ⇒ Diweddarau a chynnal y System Archebu Prynu
- ⇒ Talu anfonebau credydwy
- ⇒ Archebu Archebion Prynu uwch ar gyfer archebion ar-lein
- ⇒ Adneuo Arian Parod a Sieciau
- ⇒ Cysoni Banc
- ⇒ Codi archebion gwerthu
- ⇒ Codi anfonebau gwerthiant.
- ⇒ Gweinyddu grantiau pobl ifanc
- ⇒ Rhedeg adroddiadau ariannol misol a'u dosbarthu i'r UDRh
- ⇒ Unrhyw ddyletswyddau gweinyddol eraill yn ôl yr angen
- ⇒ Cynnal cysylltiadau da â chyflenwyr a thrafod contractau
- ⇒ Cynnal a diweddarau gwybodaeth am wariant cyflenwyr a chaffael
- ⇒ Ymchwilio a gwerthuso darpar gyflenwyr
- ⇒ Adolygu, cymharu, dadansoddi a chymeradwyo cynhyrchion a gwasanaethau i'w prynu
- ⇒ Cynnal taenlenni Excel yn gywir at ddibenion adrodd
- ⇒ Dyletswyddau gweinyddol cyffredinol sy'n ymwneud â'r rôl gan gynnwys ffeilio a gwaith papur
- ⇒ Mewnbynnu data a gweinyddu gwybodaeth ariannol e.e. anfonebau, taliadau cerdyn credyd
- ⇒ Cynorthwyo i brosesu anfonebau a threuliau prynu

- ⇒ Gwirio, a datrys amrywiannau ac anghysondebau
- ⇒ Postio cronïadau a rhagdaliadau treulïau
- ⇒ Codi archebïon prynu ar Sage a rhoi'r rhain i gyflenwyr
- ⇒ Cofrestru anfonebau Cyfriflyfr Prynu a chysylltu ag adrannau a chyflenwyr eraill ynghylch anghysondebau mewn anfonebau
- ⇒ Cysoni datganiadau
- ⇒ Paratoi cysonïadau cyfriflyfr
- ⇒ Unrhyw ddyletswyddau rhesymol eraill yn ôl yr angen gyda'r tîm cyllid

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 bolisïau a gweithdrefnau cyfredol GISDA.
- ⇒ Cyfrannu at sesiynau goruchwylïo a gwerthusïadau 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

| MANYLDEB PERSON | | | |
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| MEINC NODAU | HANFODOL | DYMUNOL | ASESU |
| Addysg a Chymhwysterau | AAT Lefel 2 (neu weithio tuag at) neu brofiad cyfatebol | | Ffurflen Gais a Thystysgrifau |
| Profiad Perthnasol i'r Swydd | | Profiad yn y sector gwirfoddol neu amgylchedd (busnes) tebyg | Ffurflen Gais a Chyweliad |
| | | Cefndir cyllid trafodion eang | 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 |
| | Cyfathrebu ysgrifenedig a llafar da | Sgiliau dadansoddi | Ffurflen Gais a Chyweliad |
| | Dull trefnus a threfnus | | Ffurflen Gais a Chyweliad |
| | Gallu gweithio ar eich menter 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

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| JOB TITLE | Finance Officer |
| REPORTING TO | Finance Manager |
| LOCATION | Caernarfon |
| HOURS | 37 per week but would consider part time hours, job share and/or hybrid working |
| SALARY | B3 £19,603 - £20,918 |
| CONTRACT | Permanent |

PURPOSE OF JOB

Finance Officer role includes various financial tasks to assist with the running of GISDA's Finance department. The role will facilitate, monitor and assist with day-to-day tasks to support the Finance Manager and the organisation's core functions to enable staff to provide an excellent service for homeless young people in Gwynedd.

KEY RESPONSIBILITIES

- ⇒ To assist and monitor the process of recording and reconciling all of the Company's income and expenditure.
- ⇒ Responsible for distributing and reconciling Petty Cash
- ⇒ Update and maintain the Purchase Order System
- ⇒ Pay Creditor Invoices
- ⇒ Ordering of raised Purchase Orders for online orders
- ⇒ Depositing Cash and Cheques
- ⇒ Bank Reconciliation
- ⇒ Raising sales orders
- ⇒ Raising sales invoices.
- ⇒ Responsible for the administration of the young people grants
- ⇒ Running monthly financial reports and distributing to the SMT
- ⇒ Any other administration duties as and when required
- ⇒ Maintaining good supplier relations and negotiating contracts
- ⇒ Maintaining and updating supplier and procurement expenditure information
- ⇒ Researching and evaluating prospective suppliers
- ⇒ Reviewing, comparing, analysing, and approving products and services to be purchased
- ⇒ Maintaining excel spreadsheets accurately for reporting purposes
- ⇒ Responsibility for general administration duties pertaining to the role including filing paperwork

- ⇒ Data entry and administration of financial information e.g. invoices, credit card payments
- ⇒ Assisting Processing purchase invoices and expenses
- ⇒ Checking, and resolving variances and discrepancies
- ⇒ Posting expense accruals & prepayments
- ⇒ Any other reasonable duties as required with the finance team
- ⇒ Raising purchase orders on Sage and issuing these to suppliers
- ⇒ Registering Purchase Ledger invoices and liaising with other departments and suppliers regarding invoice discrepancies
- ⇒ Reconciliation of statements
- ⇒ Prepare ledger reconciliations
- ⇒ Maintaining excel spreadsheets accurately for reporting purposes
- ⇒ Responsibility for general administration duties pertaining to the role including filing paperwork

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 | | | |
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| BENCHMARKS | ESSENTIAL | DESIRABLE | ASSESSMENT |
| Education and Qualifications | AAT Level 2 (or working towards) or equivalent experience | | Application Form and Certificates |
| Experience Relevant to Job | | Experience in the voluntary sector or similar (business) environment | Application Form and Interview |
| | | Broad, transactional finance background | 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 |
| | Good written and verbal communication | Analytical skills | Application Form and Interview |
| | Organised and methodical approach | | Application Form and Interview |
| | Able to work on own initiative and undertake unsupervised work | | 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 |