



## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Swyddog Cyllid
<b>ADRODD I</b>	Rheolwr Cyllid
<b>LLEOLIAD</b>	Caernarfon
<b>ORIAU</b>	15 neu 22.5 yr wythnos
<b>CYFLOG</b>	B3: £23,338.12-£24,646.44
<b>CYTUNDEB</b>	Tan Mawrth 2025

### 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 treuliau
- ⇒ Codi archebion 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 cysoniadau 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 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

<b>MANYLDEB PERSON</b>			
<b>MEINC NODAU</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>ASESU</b>
<b>Addysg a Chymhwysterau</b>	AAT Lefel 2 (neu weithio tuag at) neu brofiad cyfatebol		Ffurflen Gais a Thystysgrifau
<b>Profiad Perthnasol i'r Swydd</b>		Profiad yn y sector gwirfoddol neu amgylchedd (busnes) tebyg	Ffurflen Gais a Chyweliad
		Cefndir cyllid trafodion eang	Ffurflen Gais a Chyweliad
<b>Sgiliau Perthnasol i'r Swydd</b>	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
<b>Arall</b>	Yn awyddus i ddysgu a datblygu; ymagwedd broffesiynol ac agwedd hyblyg; parodrwydd i gynorthwyo aelodau eraill o staff	.	Ffurflen Gais a Chyweliad
<b>Iaith</b>	Y gallu i weithio trwy gyfrwng y Gymraeg a'r Saesneg		Ffurflen Gais a Chyweliad



## JOB DESCRIPTION

<b>JOB TITLE</b>	Finance Officer
<b>REPORTING TO</b>	Finance Manager
<b>LOCATION</b>	Caernarfon
<b>HOURS</b>	37 per week but would consider part time hours, job share and/or hybrid working
<b>SALARY</b>	B3: £23,338.12-£24,646.44
<b>CONTRACT</b>	Until March 2025

### 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

<b>PERSON SPECIFICATIONS</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Education and Qualifications</b>	AAT Level 2 (or working towards) or equivalent experience		Application Form and Certificates
<b>Experience Relevant to Job</b>		Experience in the voluntary sector or similar (business) environment	Application Form and Interview
		Broad, transactional finance background	Application Form and Interview
<b>Skills Relevant to Job</b>	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
<b>Other</b>	Keen to learn and develop; professional approach and flexible attitude; willingness to assist other members of staff	.	Application Form and Interview
<b>Language</b>	Ability to work through the medium of Welsh and English		Application Form and Interview