



## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Cynorthwydd Cyllid
<b>ADRODD I</b>	Rheolwr Cyllid
<b>LLEOLIAD</b>	Caernarfon
<b>ORIAU</b>	37 awr yr wythnos, neu'n fodlon derbyn ceisiadau am oriau llai i'r ymgeisydd cywir
<b>CYFLOG</b>	B2: £24,588.72-£25,473.76
<b>CYTUNDEB</b>	Parhaol

### PWRPAS Y SWYDD

Pwrpas y rôl hon yw cynorthwyo'r Rheolwr Cyllid a'r Tîm Cyllid gydag amryw o dasgau gweinyddol i gynorthwyo gyda rhedeg yr adran yn esmwyth.

### CYFRIFOLDEBAU ALLWEDDOL

- Gweinyddu cyfrif e-bost y tîm a bod yn bwynt cyswllt cyntaf ar gyfer pob ymholiad cyllid cychwynnol.
- Bod yn gyfrifol am fewnbynnu pob gwariant yn amserol ac yn gywir i'r meddalwedd cyfrifo a sicrhau bod yr anfonebau cywir yn cael eu paru i'r holl archebion pryniant.
- Sicrhau bod pob anfoneb pryniant wedi'i ddynodi'n gywir, wedi'i hawdurdodi a'i diweddarau i'r cyfriflyfr.
- Trefnu taliadau amserol ar gyfer pob anfoneb pryniant.
- Cynorthwyo gyda gosod archebion hefo cyflenwyr.
- Cynorthwyo gyda thasgau gweinyddol amrywiol gan gynnwys paratoi ar gyfer cyflogres, pensiwn, treuliau staff, treuliau gwirfoddolwyr a dadansoddi cyllidol yn ôl yr angen.
- Cynorthwyo gydag archebion a derbyn stoc ar gyfer caffi newydd GISDA a fydd yn agor yn Haf 2026.
- Paratoi adroddiadau amrywiol ar gyfer rheolwyr ynghylch archebion pryniant a rhai sydd heb eu talu.
- Cynorthwyo i sicrhau fod pob darlleniad 'utilities' yn cael ei roi i gyflenwyr yn amserol, a chadw cofnodion cywir o ddefnydd 'utilities'.
- Cynorthwyo i gofnodi manylion milltiroedd ceir y cwmni i'r prosiectau cywir.
- Mewnbynnu cyfnodolion perthnasol i'r meddalwedd cyfrifo yn ôl yr angen.
- Cynorthwyo gyda'r dyletswyddau bancio dyddiol.
- Cynorthwyo gyda'r prosesau prynu a dyfynbrisiau ar gyfer gwahanol gontractau.
- Monitro, cofnodi ac archebu stoc yn ôl yr angen gan sicrhau gwerth am arian.
- Cadw a diweddarau cofnodion cywir o asedau'r cwmni.

#### **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 bolisiâu 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>	TGAU ym Mathemateg		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>	Gallu i ddefnyddio Excel	Gwybodaeth ymarferol dda o brosesau cyllid a chaffael	Ffurflen Gais a Chyweliad
	Cyfathrebu ysgrifenedig a llafar da	Sgiliau dadansoddi	Ffurflen Gais a Chyweliad
	Trefnus a gyda dull trefnus		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 Assistant
<b>REPORTING TO</b>	Finance Manager
<b>LOCATION</b>	Caernarfon
<b>HOURS</b>	37 hours per week, or willing to accept applications for fewer hours for the right candidate
<b>SALARY</b>	B2: £24,588.72-£25,473.76
<b>CONTRACT</b>	Permanent

### PURPOSE OF JOB

The purpose of this role is to assist the Finance Manager and Finance Team with various administrative task to assist with the smooth running of the department.

### KEY RESPONSIBILITIES

- To administer the team's email account and be the first point of contact for all initial finance enquiries.
- To be responsible for the timely and accurate inputting of all expenditure into the accounting software and ensure that the correct invoices have been matched to all purchase orders.
- To ensure all purchase invoices have been correctly coded, authorised and updated to the ledger.
- To organise timely payments for all purchase invoices.
- Assist with placing orders with suppliers.
- To assist with various administrative tasks including preparation for payroll, pension, staff expenses, volunteer expenses and ad-hoc financial analysis.
- Assist with orders and deliveries for GISDA's new café which will open in the Summer 2026.
- To prepare various reports for managers regarding outstanding purchase orders and purchase invoices.
- Assist with ensuring all utility readings are given to suppliers on a timely basis, and keeping accurate records of utility usage.
- Assist in recording all company car mileage details to the correct projects.
- To input relevant journals as necessary onto the accounting software.
- To assist with the daily banking duties.
- To assist with the purchasing and quotations processes for various contracts.
- To monitor, record and order stock as necessary ensuring value for money.
- To keep and update accurate records of company assets.

## **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>	GCSE in Mathematics		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>	Able to use Excel	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