



DISGRIFIAD SWYDD

TEITL SWYDD	Pennaeth Cyllid
ADRODD I	Prif Weithredwr
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos ond byddwn yn ystyried oriau rhan amser, rhannu swydd a/neu weithio'n hybrid
CYFLOG	B6 £43,155 i £51,428
CYTUNDEB	Parhaol

PWRPAS Y SWYDD

Cydweithio ochr yn ochr â Phrif Weithredwr GISDA i sicrhau bod holl gynlluniau'r cwmni yn hyfyw a chynaliadwy.

Disgwylir hefyd i ddeilydd y swydd ofalu bod holl brosesau cyllidol y cwmni yn gweithredu yn gyfreithiol ac yn cydymffurfio gyda rheoliadau cyllid.

- ✓ Arwain a rheoli staff cyllid GISDA i sicrhau rhediad llyfn yr adran
- ✓ Yn gyfrifol am weithdrefnau, prosesau cyllid a chaffael GISDA
- ✓ Arwain a rheoli incwm a gwariant asedau GISDA gan sicrhau'r gwerth gorau am arian
- ✓ Gweithio gyda'r Prif Weithredwr i adnabod ffynonellau buddsoddi sydd yn cyd fynd gyda gwerthoedd GISDA ond hefyd sydd yn rhoi y gwerth gorau am arian i'r elusen
- ✓ Arwain a rheoli'r gofrestr risg o safbwynt asedau a holl faterion ariannol y cwmni
- ✓ Arwain ar ddatblygu strwythur caffael i sicrhau bod holl bryniannau GISDA yn mynd ar gwmnïau sydd yn rhoi y gwerth gorau am arian ac yn rhannu gwerthoedd a moesau tebyg.
- ✓ Darparu gwybodaeth, cydweithio a chyfathrebu rheolaidd gyda'r Rheolwr Cyllid.

CYFRIFOLDEBAU ALLWEDDOL

Diweddaru'r Prif Weithredwr

- ⇒ Sicrhau bod y Prif Weithredwr yn derbyn gwybodaeth cyfredol, cyson ac amserol am sefyllfa ariannol GISDA
- ⇒ Ymateb i ofynion amrywiol cyllidol fel bo'r angen
- ⇒ Arwain ar gynghori'r Prif Weithredwr ar faterion ariannol GISDA
- ⇒ Mynychu cyfarfodydd a chynrychioli GISDA

Ariannol

- ⇒ Gofalu bod cyllideb yn cael ei baratoi yn amserol
- ⇒ Gofalu bod cyfrifon chwarterol yn cael eu paratoi
- ⇒ Gofalu bod cyfrifon chwarterol yn cael eu paratoi ar gyfer bob prosiect unigol

Asedau

- ⇒ Cadw cofrestr o holl eiddo GISDA gan gynnwys tai, swyddfeydd, ceir ac unrhyw ased

arall sydd o werth ariannol.

- ⇒ Cydweithio agos gyda'r Cydlynnydd Gweinyddol ac Adnoddau Dynol i sicrhau bod cofrestr adnoddau GISDA yn gyfredol ar gyfer amcanion ariannol.
- ⇒ Datblygu cynllun ariannol asedau 5 mlynedd i gyfrifo rhagolygon ariannol yr incwm yn ogystal a chostau cynnal a chadw.
- ⇒ Adnabod unrhyw ddiffyg ariannol ac edrych am ffynonellau ariannu amgen ar y cyd gyda Thîm Rheoli GISDA.

Buddsoddi

- ⇒ Arwain a datblygu cynllun buddsoddi gan sicrhau y gwerth gorau am arian i GISDA
- ⇒ Rheoli a chyd-drefnu gweithredoedd ac adnoddau ariannol y cwmni a sicrhau bod yr adnoddau hyn yn cael eu defnyddio'n effeithlon ac effeithiol.
- ⇒ Cydweithio gyda'r Prif Weithredwr a Phennaeth Busnes a Datblygu i ddatblygu cynlluniau busnes sydd yn barod i'w cyflwyno i arianwyr, Tîm Rheoli a'r Bwrdd Rheoli fel bo'r angen
- ⇒ Cydweithio a chefnogi'r Prif Weithredwr i adnabod cyfleon newydd fyddai'n ychwanegu gwerth i GISDA ac yn gwella ein darpariaeth i bobl ifanc yr ardal.

Caffael

- ⇒ Arwain ar sicrhau bod cofrestr o gontractwyr a chytundebau GISDA yn gyfredol gan ofalu eu bod yn cydymffurfio gyda'r telerau a gytunwyd
- ⇒ Ymchwilio a chynnal trafodaethau gyda darparwyr amrywiol i geisio sicrhau ein bod yn derbyn y gwasanaeth gorau a fwyaf priodol i gwrdd gyda'n anghenion
- ⇒ Sicrhau bod proses i fonitro'r cytundebau ac unrhyw wariant fel bod modd adolygu lle bo'r angen hynny.
- ⇒ Arwain ar fonitro ac adolygu yswiriant y cwmni gan sicrhau ei fod yn gyfredol ac yn briodol.

Bwrdd Rheoli

- ⇒ Paratoi adroddiad Ariannol a Buddsoddi ar gyfer bob is grŵp cyllid a Bwrdd Rheoli GISDA
- ⇒ Ymateb i unrhyw ymholiadau gan aelodau o'r Tim Rheoli neu Fwrdd Rheoli.

Mesur Effaith a Pherfformiad

- ⇒ Datblygu system syml i fesur effeithlonrwydd a pherfformiad yr adran gyllid

Rheoli Staff

- ⇒ Goruchwylio Rheolwr Cyllid GISDA gan roi arweiniad a chefnogaeth i sicrhau bod gofynion yr holl adran yn cael eu cyflawni a bod adnoddau digonol i wneud hynny.
- ⇒ Cwblhau cynllun datblygu gyda staff a rhoi cyfleon amrywiol i bawb.

Tim Rheoli

- ⇒ Dirprwyo i'r Prif Weithredwr yn ei habsenoldeb ar y cyd gydag eraill o'r Tim Rheoli
- ⇒ Rhannu cyfrifoldeb dros y cwmni.

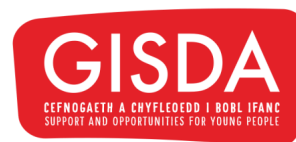
CYFRIFOLDEBAU CYFFREDINOL

- ⇒ 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 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 o leiaf AAT Lefel 4 (neu gyfwerth)	Wedi cymhwyso fel Cyfrifydd Siartredig	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i'r Swydd	5+ o brofiad rheolaethol ym maes cyllid	Profiad o weithio yn y sector gwirfoddol	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 TAW 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	Head of Finance
REPORTING TO	Chief Executive
LOCATION	Caernarfon
HOURS	37 per week but would consider part time hours, job share and/or hybrid working
SALARY	B6 £43,155 i £51,428
CONTRACT	Permanent

PURPOSE OF JOB

Work alongside the GISDA Chief Executive to ensure that all the company's plans are viable and sustainable.

The post-holder is also expected to ensure that all the company's financial processes operate legally and comply with financial regulations.

- Lead and manage GISDA's finance staff to ensure the smooth running of the department
- Responsible for GISDA's finance and procurement procedures and processes
- Lead and manage GISDA's income and asset expenditure, ensuring best value for money
- Work with the Chief Executive to identify investment sources that align with GISDA's values while also providing the best value for money for the charity
- Lead and manage the risk register regarding assets and all the company's financial matters
- Lead the development of a procurement structure to ensure that all GISDA purchases are made with companies that offer best value for money and share similar values and ethics
- Provide information and maintain regular collaboration and communication with the Finance Manager

KEY RESPONSIBILITIES

Updating the Chief Executive

- Ensure the Chief Executive receives current, consistent, and timely information regarding GISDA's financial position
- Respond to various financial requirements as needed
- Lead on advising the Chief Executive on GISDA's financial matters
- Attend meetings and represent GISDA

Finance

- Ensure the budget is prepared in a timely manner
- Ensure quarterly accounts are prepared

- Ensure quarterly accounts are prepared for each individual project

Assets

- Maintain a register of all GISDA property, including houses, offices, vehicles, and any other assets of financial value.
- Work closely with the Administrative and Human Resources Coordinator to ensure GISDA's resource register is up to date for financial purposes.
- Develop a 5-year financial plan for assets to forecast income as well as maintenance costs.
- Identify any financial shortfalls and seek alternative funding sources in collaboration with the GISDA Management Team.

Investment

- Lead and develop an investment plan, ensuring best value for money for GISDA.
- Manage and coordinate the company's financial activities and resources, ensuring these resources are used efficiently and effectively.
- Collaborate with the Chief Executive and the Head of Business and Development to develop business plans ready for presentation to funders, the Management Team, and the Board of Management as required.
- Collaborate with and support the Chief Executive to identify new opportunities that would add value to GISDA and improve our provision for young people in the area.

Procurement

- Lead on maintaining an up-to-date register of GISDA's contractors and agreements, ensuring compliance with agreed terms.
- Research and negotiate with various providers to secure the best and most appropriate service to meet our needs.
- Ensure a process is in place to monitor agreements and expenditure, allowing for reviews where necessary.
- Lead on monitoring and reviewing company insurance, ensuring it is current and appropriate.

Management Board

- Prepare financial and investment reports for each finance sub-group and the GISDA Management Board.
- Respond to any enquiries from members of the Management Team or Management Board.

Measuring Impact and Performance

- Develop a simple system to measure the efficiency and performance of the finance department.

Staff Management

- Supervise the GISDA Finance Manager, providing guidance and support to ensure departmental requirements are met and adequate resources are available.
- Complete development plans with staff and provide diverse opportunities for everyone.

Management Team

- Deputise for the Chief Executive in her absence, jointly with other members of the

Management Team.

- Share responsibility for the company.

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 at a level matching the job description requirements – at least AAT Level 4 (or equivalent).	Qualified as a Chartered Accountant	Application Form and Certificates
Experience Relevant to Job	5+ years of management experience in finance	Experience of working in the voluntary sector	Application Form and Interview
		Broad transaction funding background	Application Form and Interview
		Solid leadership experience	Application Form and Interview
		Implementing a company payroll system	Application Form and Interview
Skills Relevant to Job	Good practical 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 VAT system and employer's insurance	Analytical skills	Application Form and Interview
	Ability 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 oral communication		Application Form and Interview

	in Welsh and English		
	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