

## Rheolwr Busnes a Chyllid

Cyfeirnod y swydd: YBHD00024W3SHE

Lleoliad: Clwstwr Yr Rhyl

Cyflog: Gradd 9 (Yn amodol ar werthusiad)

£30,756-£34,106

Parhaol -Swydd Allanol

Mae ysgolion yng Nghlwstwr Cynradd yr Rhyl yn chwilio am unigolyn brwafrydig, hunan-gymhelliant i gefnogi eu Uwch Dímau Arwain a darparu cymorth rheolaeth ariannol a gweithredol strategol i'w hysgolion.

Rydym yn chwilio am unigolyn sydd â'r gall i ymgysylltu'n effeithiol â Phennaethiaid a'r Cyrff Llywodraethol trâ hefyd â'r hyder i herio penderfyniadau a gwneud argymhellion ar gyfer gwella i gynnal y defnydd effeithiol o adnoddau o fewn yr ysgol.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geirdaon boddhaol.

Os hoffech drafod unrhyw agwedd ar y swydd hon, ffoniwch Lindsey Owen a 01745 343533 est \*206.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk)

Rhaid i CV fod ynghlwm â ffurflen gais Cyngor Sir Ddinbych wedi'i chwblhau. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

**Dyddiad Cau: 18 Mehefin 2018**

**Dyddiad cyfweld: 26 Mehefin 2018**

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

## Business & Finance Manager

Job reference: YBHD00024W3SHE

Location: Rhyl Cluster

Salary Grade 9 (Subject to evaluation)

£30,756-£34,106

Full time - Permanent -External vacancy

The schools in the Rhyl Primary Cluster are currently seeking an enthusiastic, self-motivated individual to support their Senior Leadership Teams and provide strategic financial and operational management support to their schools.

We are looking for an individual who has the ability to engage effectively with Headteachers and Governing Bodies, whilst also having the confidence to challenge decisions and make recommendations for improvement to maintain the effective use of resources within the school.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post, please call Lindsey Owen 01745 343533 ext \*206.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

CVs must be accompanied by a completed Denbighshire County Council Application form. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 18<sup>th</sup> June 2018**

**Interview Date: 26<sup>th</sup> June 2018**

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	Rheolwr Busnes a Chyllid
<b>Graddfa:</b>	9
<b>Gwasanaeth:</b>	Addysg
<b>Maes Gwasanaeth:</b>	Ysgolion
<b>Yn atebol i:</b>	Pennaeth
<b>Cyfeirnod y Swydd / Dyddiad cyhoeddi:</b>	

### Pwrpas y Swydd

Bydd deilydd y swydd yn rheoli'r gyllidebau ddirprwyedig ar gyfer yr ysgolion a sicrhau bod trefniadau monitro cadarn ar waith i gynnal y defnydd mwyaf effeithiol o adnoddau yn unol â rheoliadau ariannol a rheolau sefydlog.

Bod yn uniongyrchol gyfrifol am reolaeth weithredol ariannol yr ysgolion.

Gweithio'n rhagweithiol mewn partneriaeth â'r Uwch Dîm Arweinyddiaeth a Chefnogaeth i sicrhau darpariaeth gwasanaeth effeithiol ac effeithlon ar gyfer yr ysgolion.

Gweinyddu gweithgareddau trafodion sy'n gysylltiedig â chylch bywyd y gweithiwr. Ar draws ysgolion o fewn gweithdrefnau, safonau ac amserlenni cytunedig.

### Prif Gyfrifoldebau

Paratoi cylidebau manwl tair blynedd sy'n dangos sefyllfa'r gyllideb a ragwelir ar gyfer yr ysgolion yn seiliedig ar staffio a senarios rhif disgybl a bod cysylltiad â'r blaenoriaethau a nodir yn y cynllun gwella ysgol.

Hwyluso'r broses cynllunio ariannol tymor canolig ar gyfer yr ysgolion ac yn gweithio mewn cydweithrediad â'r fîm Cyllid Addysg i sicrhau bod trefniadau monitro cadarn yn eu lle a fydd yn cefnogi nodi arbedion a phwysau ar draws yr ysgol.

Paratoi adroddiadau monitro'r gyllideb a throi amcanestyniadau yn unol â hynny i'w cyflwyno i'r Penaethiaid a chyrff llywodraethu ysgolion ac ar gyfer cyflwyniadau i'r fîm Cyllid Addysg i'w cynnwys yn adroddiad y cabinet chwarterol. Mae hyn yn cynnwys monitro incwm a gwariant trwy gydol y flwyddyn a darparu cyngor ac argymhellion i sicrhau bod y gwariant yn aros o fewn y gyllideb arian cyfyngedig.

Gweithio'n rhagweithiol i ganfod ffyrdd newydd o weithio a herio'r dulliau presennol o ddarparu gwasanaethau er mwyn lleihau pwysau costau yn y dyfodol a chefnogi amrywiadau posibl mewn gweithgaredd disgylion.

Bod yn entrepreneuriaidd wrth wneud y mwyaf o incwm, wrth ymchwilio a chynggori ar gyllid, grantiau a chyfleoedd nawdd gan gynnwys paratoi ceisiadau priodol i gaffael cyllid ychwanegol.

Datblygu ystod o systemau rheoli perfformiad a gwybodaeth rheoli a fydd yn cefnogi'r ysgolion i reoli cyllidebau yn effeithiol.

Nodi meysydd o arfer gorau yn fewnol ac yn allanol ar draws Lleol eraill Awdurdodau / darparwyr allanol a lledaenu'r arfer gorau hwn trwy ffordd a fydd yn creu ac yn hyrwyddo unffurfiaeth ac effeithlonrwydd.

Goruchwyliau rheolaeth ariannol ffrydiau ariannu allanol drwy ddarparu gwybodaeth amserol a chywir am grantiau i dîm cyllid y Cyngor a sicrhau bod trefniadau cadarn yn eu lle sy'n cadw at reolau a rheoliadau ariannol.

Gweithredu cau cyfrifon ar ddiwedd y flwyddyn yn unol â'r Rheoliadau Ariannol a safonau cyfrifyddu proffesiynol.

Bydd yn ofynnol i ddeiliad y swydd fynychu gwahanol gyfarfodydd, gan gynnwys Uwch cyfarfodydd y Tîm Arweinyddiaeth, Cyllid y Grwp Cymorth Busnes Ysgolion a'r Corff Llywodraethol. Bydd presenoldeb mewn rhai cyfarfodydd gyda'r nos hefyd yn un o ofynion allweddol y rôl.

Cynghori Penaethiaid a llywodraethwyr ar y defnydd gorau o adnoddau a fydd yn hwyluso'r gwaith o godi a monitro perfformiad yn ogystal â mesur targedau perfformiad cywir ac amserol.

Mewn osod taflenni amser misol ar system gyflogres.

Gweinyddu a monitro'r broses reciwtio ar gyfer ymgeiswyr mewnol ac allanol, gan gynnwys sgrinio CV, cynigion safonol, geirdaon, cyflwyno contractau cyflogaeth a chyfarwyddiadau ymuno.

Darparu cyngor, canllawiau a chefnogaeth i reolwyr atebol o ran rheoli achosion sylfaenol, gan gynnwys cefnogi rheolwyr cyn ac ar ôl cyfarfodydd cysylltiadau gweithwyr allweddol.

Sicrhau bod yr holl ddata gweithiwr yn cael ei roi yn y system mewn modd amserol, cywir a chyson.

Dadansoddi a gwerthuso data/gwybodaeth a chynhyrchu adroddiadau/gwybodaeth/data fel sy'n ofynnol, h.y. taflenni amser misol ar y system gyflogau, cofnodi absenoldebau staff bob dydd (absenoldeb salwch, hyfforddiant a datblygiad)

### **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

Mae'n hanfodol bod deiliad y swydd yn gyfrifydd CCAB cymwys (neu gyfwerth) â phrofiad o leiaf 3 blynedd mewn disgyblaeth sy'n gysylltiedig â chyllid neu fel arall yn meddu ar gymhwyster isafswm o NVQ 4 (yn ddelfrydol AAT) gyda lefel uwch o leiaf 5 mlynedd profiad yn y Sector Cyhoeddus.

Bydd delydd y swydd yn dangos lefel uchel o sgiliau cyfathrebu a rhyngbersonol gan y bydd y gallu i ddehongli data er mwyn llunio casgliadau a gwneud argymhellion priodol yn hanfodol.

Rhaid i ddeilydd y swydd fod â'r hyder i gyfathrebu a herio rhanddeiliaid ar bob lefel o fewn y sefydliad, gan gynnwys cyflwyno gwybodaeth drwy'r cerbyd priodol.

## Amodau Gwaith Arbennig

Rhaid i ddeiliad y swydd fod yn gallu gyrru a chael mynediad i gar i fynychu cyfarfodydd a chyflawni dyletswyddau cysylltiedig eraill.

## Archwiliadau Cyflogaeth / Gofynion Penodol

DBS llawn

## Gweledigaeth / Cyd-destun

- Mae'r deiliad y swydd yn cynnig cyngor proffesiynol, cefnogaeth, arweiniad a hyfforddiant ar gynllunio effeithiol ariannol, rheoli ariannol, a ffyrdd newydd o weithio.
- Bydd deiliad y swydd yn aelod allweddol o'r uwch dîm arweinyddiaeth o fewn yr ysgol yn mynychu cyfarfodydd gyda'r nos yn ôl yr angen.
- Bydd deiliad y swydd yn gweithredu fel y prif bwynt cyswllt rhwng yr ysgol a'r Cyngor ar faterion ariannol.
- Bydd disgwyl i ddeiliad y swydd ddatblygu dealltwriaeth drylwyr o gyllid ysgolion a'r rheoliadau, rheolau a chanllawiau a gyhoeddwyd gan y Cyngor i sicrhau bod safonau perthnasol o ran rheolaeth ariannol yn cael eu cynnal.
- Bydd deiliad y swydd yn gyfrifol i'r tîm cyllid y Cyngor ar gyfer darparu gwybodaeth amserol a chywir a bydd disgwyl hefyd i dynnu sylw at unrhyw broblemau i'r ysgol ac i'r Cyngor yn brydlon ac yn dryloyw.

## MANYLION AM YR UNIGOLYN CYNGOR SIR DDINBYCH

Mae'r Manylion am yr unigolyn yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meinu prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meinu prawf hanfodol (â'r meinu prawf dymunol lle bo'n berthnasol).

<b>Teitl y Swydd:</b>	<b>Rheolwr Busnes a Chyllid</b>		
<b>Gwasanaeth:</b>	<b>Addysg</b>		
<b>Graddfa:</b>	<b>9</b>		
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Mae'n hanfodol bod deiliad y swydd yn gyfrif y CCAB cymwys (neu gyfwerth) â phrofiad o leiaf 3 blynedd mewn disgyblaeth sy'n gysylltiedig â chyllid neu fel arall yn meddu ar gymhwyster isafswm o NVQ 4 (yn ddelfrydol AAT) gyda lefel uwch o leiaf 5 mlynedd profiad yn y Sector Cyhoeddus.</p> <p>Hefyd ystyrir ceisiadau gan ymgeiswyr sy'n gweithio tuag at y cymhwyster uchod, cyn bodedd ag y bo ganddynt dystiolaeth o brofiad sylweddol mewn swydd gyfatebol mewn ysgol.</p>	<p>Y gall i gynnig cymhwyster rheoli perthnasol</p>	Ffurflen Gais
<b>2. PROFIAD PERTHNASOL</b>	<p>Profiad o weithio ar ei liwt ei hun, a'r gallu i ymdrin a materion cymhleth a sensitif mewn modd sicr a digynnwrf</p> <p>Tystiolaeth o allu i ddylanwadu er mwyn sicrhau newid, a herio rhanddeiliaid ar bob lefel mewn sefydliad</p>	<p>Profiad ym maes cyllid Llywodraeth Leol a/neu Ysgolion</p> <p>Profiad o reoli timau</p> <p>Profiad o negodi gaffael a chontract gan sicrhau gwerth gorau</p>	<p>Ffurflen Gais</p> <p>Cyfweliad</p> <p>Profiad ym maes cyllid Llywodraeth Leol a/neu ysgolion</p>

	<p>Gwybodaeth eang am gynllunio ariannol, rheolaeth a gwella busnes</p> <p>Trafod telerau contractau a phrynu nwyddau gan sicrhau'r gwerth gorau.</p>		
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	<p>Y gallu i ddehongli data perfformiad busnes ariannol ac eraill er mwyn tynnu casgliadau a gwneud argymhellion priodol mewn modd sy'n briodol i'r gynulleidfa perthnasol gan ddefnyddio eich sgiliau fel hwylusydd / cyflwynydd ardderchog</p> <p>Gwybodaeth am gaffael a chontract negodi sicrhau gwerth gorau</p>		Ffurflen Gais Cyfweliad
<b>4. NODWEDDION PERSONOL</b>	<p>Mae lefel uchel o sgiliau cyfathrebu, ynghyd â sgiliau rhyngbersonol effeithiol ac yn argyhoeddiadol.</p> <p>Meddu ar agwedd 'gallaf' bydd yr ymgeisydd llwyddiannus yn gallu dangos sgiliau trefnu a rheoli rhagorol.</p>		Ffurflen Gais Cyfweliad
<b>5. GOFYNION ERAILL</b>	<p>Empathi â'r Gymraeg a'r diwylliant Cymreig</p> <p>Gwybodaeth helaeth am Systemau Swyddfa gynnwys Microsoft Office.</p> <p>Gwybodaeth helaeth o ddatblygu a chynhyrchu o daenlenni / cynlluniau busnes</p> <p>Profiad o ddefnyddio cyffredinol systemau cyfriflyfr a chyfrifyddu</p>	Gallu siarad Cymraeg	Ffurflen Gais Cyfweliad

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Business &amp; Finance Manager</b>
<b>Grade:</b>	<b>9</b>
<b>Service:</b>	<b>Education</b>
<b>Service Area:</b>	<b>Schools</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	

### Job Purpose

The post holder will manage the delegated budgets for the schools and ensure that robust monitoring arrangements are in place to maintain the most effective use of resources in line with financial regulations and standing orders.

To be directly responsible for the financial operational management of the schools.

To work proactively in partnership with the Senior Leadership and Support Management Team to ensure an effective and efficient support service delivery for the schools.

To administer transactional activities associated with the employee life cycle. Across schools within agreed procedures, standards and timescales.

### Principal Accountabilities and Responsibilities

Prepare detailed three year budgets that show the forecast budget position for the school based on staffing and pupil number scenarios and that link with the priorities identified in the school improvement plan.

Facilitate the medium term financial planning process for the schools and work in collaboration with the Education Finance team to ensure that robust monitoring arrangements are in place that will actively support the identification of savings and pressures across the school.

Prepare the budget monitoring reports and projected out turns accordingly for presentation to the Headteachers and School Governing Body and for submission to the Education Finance team for inclusion in the quarterly cabinet report. This includes monitoring income and expenditure throughout the year and providing advice and recommendations to ensure expenditure stays within the cash limited budget.

Work proactively to identify new ways of working and challenge the existing methods of service provision in order to reduce future cost pressures and support potential fluctuations in pupil activity.

To be entrepreneurial in maximising income, in researching and advising on funding, grant and sponsorship opportunities including preparing appropriate bids to acquire additional funding.

Develop a range of performance management systems and management information that will support the schools in effectively managing the budgets.

Identify areas of best practice both internally and externally across other Local Authorities /external providers and disseminate this best practice via a means that will create and promote uniformity and efficiency.

Oversee the financial management of external funding streams by providing timely and accurate information on grants to the Council's finance team and ensure that robust arrangements are in place that adhere to financial rules and regulations.

Implement the closure of accounts at year end in accordance with Financial Regulations and professional accounting standards

The post holder will be required to attend various meetings including Senior Leadership Team meetings, Schools Finance & Business Support Group and Governing Body. Attendance at some evening meetings will also be a key requirement of the role.

Advise Headteachers and governors on the best use of resources that will facilitate the raising and monitoring of performance as well as the measurement of accurate and timely performance targets.

Input monthly time sheets on payroll system.

Administer end to end employee lifecycle transactional processes, including new starters, transfers, leavers, employer survey administration and pay and reward administration for all employees and managers.

Administer and monitor the recruitment process for internal and external candidates, including CV screening, standards offers, referencing, the issue of contracts of employment and joining instructions.

Ensure that all employee data is entered into the system in a timely, accurate and consistent manner by liaising with school based administration staff.

Analyse and evaluate data/information and produce reports/information/data as required, i.e input monthly timesheets on payroll system, record staff absences on a daily basis

### **Knowledge, Skills, Training and Experience**

It is essential that the post holder is a part-qualified CCAB accountant (or equivalent) with at least 3 years' experience in a finance related discipline or alternatively holds a minimum qualification of NVQ 4 (ideally AAT) with at least 5 years senior level experience in the Public Sector.

The post holder will demonstrate a high degree of communication and interpersonal skills as the ability to interpret data in order to draw conclusions and make appropriate recommendations will be essential.

The post holder must have the confidence to communicate and challenge stakeholders at all levels within the organisation including presenting information via the appropriate vehicle.

### **Special Working Conditions**

The post holder must be able to drive and have access to a car to attend meetings across all schools.

### **Employment Checks/ Specific Requirements**

Enhanced DBS

### **Vision/Context**

- The post holder provides professional advice, support, guidance and training on effective financial planning, financial management, and new ways of working.
- The post holder will support the senior leadership team within the schools attending evening meetings as required.
- The post holder will act as the main point of contact between the school and the Council on financial matters.
- The post holder will be expected to develop a thorough understanding of schools' finance and the regulations, rules and guidance issued by the Council to ensure that relevant standards of financial management are maintained.
- The post holder will be responsible to the Council's finance team for the provision of timely and accurate information and will also be expected to highlight any problems to both the school and the Council in a prompt and transparent manner.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b>	<b>Business &amp; Finance Manager</b>		
<b>Service</b>	<b>Education</b>		
<b>Grade:</b>	<b>9</b>		
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	<p>It is essential that the post holder is a part-qualified CCAB accountant (or equivalent) with at least 3 years' experience in a finance related discipline or alternatively holds a minimum qualification of NVQ 4 (ideally AAT) with at least 5 years senior level experience in the Public Sector.</p>	<p>Able to offer a relevant management qualification</p>	Application Form
<b>2. RELEVANT EXPERIENCE</b>	<p>Experience of acting on own initiative, to deal with complex and sensitive issues in a calm and assured manner</p> <p>Proven ability to influence change and confidence to challenge stakeholders at all levels within an organisation</p> <p>Extensive knowledge of financial planning, management and business improvement</p> <p>Procurement and contract negotiation ensuring best value</p>	<p>Experience within Local Government Finance and/or Schools</p> <p>Experience of managing teams</p> <p>Experience of procurement and contract negotiation ensuring best value</p> <p>Experience of working within a HR Service delivering basic advice on a wide variety of areas</p>	Application Form  Interview  Experience within Local Government Finance and/or schools

<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Ability to interpret financial and other business performance data in order to draw conclusions and make appropriate recommendations in a manner appropriate to the relevant audience using your skills as an excellent facilitator / presenter</p> <p>Knowledge of procurement and contract negotiation ensuring best value</p>	Basic knowledge of HR, Learning and Development, Resources, Performance, Employee Relations; Occupational Health and Health and Safety.	Application Form  Interview
<b>4. PERSONAL QUALITIES</b>	<p>A high degree of communication skills together with effective and persuasive interpersonal skills.</p> <p>Possessing a can do attitude the successful candidate will be able to demonstrate excellent management and organizational skills.</p> <p>Capable of achieving targets under pressure and against tight deadlines</p>		Application Form  Interview
<b>5. OTHER REQUIREMENTS</b>	<p>Empathy with the Welsh Language and Culture.</p> <p>Extensive knowledge of Office Systems including Microsoft Office.</p> <p>Extensive knowledge of the development and production of spreadsheets / business plans</p> <p>Experience of using general ledger and accounting systems</p>	The ability to speak Welsh.	Application Form  Interview