

Rheolwr Cyllid dros dro Dros Gyfnod Mamolaeth

Gwasanaeth: Addysg

Lleoliad: Ysgol Dinas Brân, Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant, Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy

Gradd Cyflog: Gradd 9 SCP 34 - 38

Oriau'r wythnos: Llawn Amser, 37 awr yr wythnos

I ddechrau: Mehefin 21ain 2021

- contract disgwylidied am flwyddyn

Rydym ar hyn o bryd yn chwilio am unigolyn brwdfrydig, hunanysgogol i ymuno ag Uwch Dîm Arwain Ysgol Dinas Brân. Bydd yr ymgeisydd llwyddiannus yn darparu cymorth ariannol a rheolaeth weithredol strategol i Ysgolion Cynradd y Clwstwr (gan weithio'n agos ar ran a gyda'r Penaeithiaid hynny) ac i Ysgol Dinas Brân.

Rydym yn edrych am unigolyn sydd â'r gallu i ymgysylltu'n effeithiol ar bob lefel tra bod ganddynt yr hyder i herio penderfyniadau a gwneud argymhellion gwella fel bo'r ysgolion yn parhau i ddefnyddio adnoddau mewn modd effeithiol.

Am ragor o wybodaeth ynglŷn â'r swydd, cysylltwch â'r Pennaeth, Mr Mark Hatch 01978 860669

Mae Ysgol Dinas Brân a'r Clwstwr Cynradd yn ymrwymo i ddiogelu plant a phobl ifanc a hyrwyddo'u lles ac yn disgwyl i bob aelod o staff a gwirfoddolwyr rannu'r ymrwymiad hwn. Bydd yn ofynnol i'r ymgeisydd llwyddiannus ddarparu Datgeliad Manylach drwy'r Gwasanaeth Datgelu a Gwahardd (DBS).

Dyddiad Cau: 25^{ain} o Chwefror 2021

Os ydych yn teimlo'n gyffrous am ymuno â'n tîm llwyddiannus anfonwch ffurflen gais a llythyr cyflwyno sydd yn amlinellu sut mae eich profiadau, sgiliau a gallu yn eich gwneud yn ymgeisydd addas ar gyfer y swydd hon at Mrs Emily Collins, Cynorthwydd Personol y Pennaeth neu ymgeisiwch ar-lein trwy ein gwefan www.sirddinbych.gov.uk

Am ddulliau eraill o wneud cais, cysylltwch â Gwasanaethau Cwsmeriaid ar 01824 706100 neu e-bostiwch cyswlltad@sirddinbych.gov.uk os gwelwch yn dda.

Yn anffodus ni fedrwn ymateb i bob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos o'r dyddiad cau, rhaid ichi gymryd nad ydych wedi eich gosod ar restr fer y cyfweiliadau.

Temporary Finance Manager To Cover Maternity Leave

Service: Education

Location: Ysgol Dinas Brân, Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant, Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy

Salary Grade: Grade 9 SCP 34 - 38

Hours per week: Full Time, 37 hours p/w

To start: 21st June 2021

- anticipated contract for one year -

We are currently seeking an enthusiastic, self motivated individual to temporarily join the Senior Leadership Team of Ysgol Dinas Brân. The successful candidate will provide strategic financial and operational management support to the Primary Schools within the Cluster (working closely for and with those Headteachers) and to Ysgol Dinas Brân.

We are looking for an individual who has the ability to engage effectively at all levels whilst having the confidence to challenge decisions and make recommendations for improvement to maintain the effective use of resources within the schools.

For further information about the post please contact the Headteacher, Mr Mark Hatch 01978 860669

Ysgol Dinas Brân and the Primary Cluster has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Disclosure via the DBS.

Closing Date: 25th February 2021

If you are excited about joining our successful team please send an application form and covering letter outlining how your experience, skills and abilities make you a suitable candidate for this position to Mrs Emily Collins, PA to Headteacher or apply on-line via the website www.denbighshire.gov.uk

For alternative methods of applying please contact Customer Services on 01824 706101 or email hrdirect@denbighshire.gov.uk

We regret we are unable to reply to all applications. If you have not received a reply within three weeks of closing date, you must assume that you haven't been shortlisted for interview.

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg, ac ni fydd ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflen gais a gyflwynir yn Saesneg.

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

Teitl y Swydd: Rheolwr Busnes a Chyllid
Graddfa: 9
Gwasanaeth: Ysgolion
Maes Gwasanaeth: Ysgol Uwchradd Dinas Brân a'r Clwstwr Ysgolion Cynradd
 Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant,
 Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy
Yn atebol i: Pennaeth Ysgol Uwchradd Dinas Brân a Phenaethiaid yr ysgolion
Clwstwr Cynradd
Rhif Adnabod y Swydd/Dyddiad Cyhoedd: Gorffennaf 2012

Pwrpas y Swydd

Bydd deiliad y swydd yn rheoli cyllideb ddirprwyedig ar gyfer yr ysgol a sicrhau bod trefniadau monitro cadarn yn eu lle i gynnal y defnydd mwyaf effeithiol o adnoddau yn unol â rheoliadau ariannol a rheolau sefydlog.

Bod yn uniongyrchol gyfrifol am reolaeth ariannol weithredol yr ysgolion.

Bod yn rhan o'r Uwch Dîm Arwain a Rheoli Cymorth i sicrhau bod gwasanaeth cymorth yn cael ei ddarparu ar gyfer yr ysgolion a restrir uchod mewn modd effeithiol ac effeithlon.

Prif Atebolrwydd a Chyfrifoldebau

Paratoi cyllidebau tair blynedd manwl sy'n dangos sefyllfa'r gyllideb a ragwelir ar gyfer yr ysgol yn seiliedig ar staffio a senarios niferoedd disgyblion, ac sydd yn cysylltu â'r blaenoriaethau a nodir yn y cynllun gwella ysgol.

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

Bod yn gyfrifol am negodi, rheoli a monitro contractau, caffael, tendrau a chytundebau i ddarparu gwasanaethau ar gyfer yr ysgol, a gweithio'n agos gyda'r Rheolwr Busnes a Safle.

Paratoi'r adroddiadau monitro'r gyllideb a'r alldro rhagamcanol yn unol â hynny i'w cyflwyno i'r Pennaeth a'r Corff Llywodraethol yr Ysgol ac i'w cyflwyno i'r tîm Cyllid Addysg i'w cynnwys yn adroddiad chwarterol y cabinet. Mae hyn yn cynnwys monitro incwm a gwariant trwy gydol y flwyddyn a ddarparu cyngor ac argymhellion i sicrhau bod gwariant yn aros o fewn y gyllideb arian gyfyngedig.

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 disgyblion.

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

Adnabod meysydd o arfer gorau yn fewnol ac yn allanol ar draws Awdurdodau Lleol / darparwyr allanol eraill a lledaenu'r arfer gorau hwn mewn modd a fydd yn creu a hyrwyddo unfurfiaeth ac effeithlonrwydd.

Goruchwyllo 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.

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 cyfarfodydd yr Uwch Dîm Arwain, Cyllid Ysgolion a'r Grŵp Busnes a'r Corff Llywodraethol. Hefyd un o ofynion allweddol y rôl fydd mynychu cyfarfodydd gyda'r nos.

Cynghori'r Pennaeth 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 yn gywir ac amserol.

Adnoddau / Offer / Deunyddiau

Dim

Goruchwyllo / Rheoli Pobl

Rheoli Clerc Cyfrifon

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Mae'n hanfodol bod gan ddeiliad y swydd gymhwyster lleiaf Cymdeithas Technegwyr Cyfrifyddu (AAT), gydag o leiaf 4 blynedd o brofiad ar lefel uwch mewn disgyblaeth sy'n gysylltiedig â chyllid. Byddai ceisiadau yn cael eu hystyried hefyd gan ymgeiswyr a allai fod yn gweithio tuag at y cymwysterau a nodir uchod o gymryd fod ganddynt brofiad sylweddol mewn rôl gyfatebol neu rôl mewn ysgol.

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

Rhaid i ddeiliad y swydd feddu ar yr hyder i gyfathrebu a herio rhanddeiliaid ar bob lefel o fewn y sefydliad, gan gynnwys cyflwyno gwybodaeth yn y dull priodol.

Amodau Gwaith Arbennig

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

Archwiliadau Cyflogaeth / Gofynion Penodol

DBS

Gweledigaeth / Cyd-destun

- Mae'r deiliad y swydd yn cynnig cyngor proffesiynol, cymorth, arweiniad a hyfforddiant ar gynllunio ariannol effeithiol, rheolaeth ariannol, a ffyrdd newydd o weithio.
- Bydd deiliad y swydd yn aelod allweddol o'r uwch dîm arwain o fewn yr ysgol gan fynychu 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 gyhoeddir gan y Cyngor i sicrhau bod safonau perthnasol o ran rheolaeth ariannol yn cael eu cynnal.
- Bydd deiliad y swydd yn gyfrifol am ddarparu gwybodaeth amserol a chywir i dîm cyllid y Cyngor, a bydd disgwyl iddynt hefyd amlygu unrhyw broblemau, a hynny i'r ysgol a'r Cyngor, mewn modd prydlon a thryloyw.

CYNGOR SIR DDINBYCH MANYLEB Y PERSON

Mae'r Fanyleb 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 meini prawf hyn. Byddwch yn cael eich cynnwys ar y rhestr fer dim ond os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd: Rheolwr Chyllid

Gwasanaeth: Ysgol Dinas Brân a'r Clwstwr Cynradd, Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant, Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy

Graddfa: 9

<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL</u> <u>ASESU</u> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirdaon ac ati
i. ADDYSG A CHYMWYSTERAU	Mae'n hanfodol bod deiliad y swydd yn meddu ar gymhwyster AAT gydag o leiaf pedair blynedd o brofiad lefel uwch mewn disgyblaeth gysylltiedig â chyllid. Hefyd ystyrir ceisiadau gan ymgeiswyr sy'n gweithio tuag at y cymhwyster uchod, cyn belled ag y bo ganddynt dystiolaeth o brofiad sylweddol mewn swydd gyfatebol neu rôl mewn ysgol.	Yn meddu ar gymhwyster rheoli perthnasol	Ffurflen Gais
ii. PROFIAD PERTHNASOL	Profiad o weithio ar ei liwt ei hun, a'r gallu i ymdrin â materion cymhleth a sensitif mewn modd sicr a digynnwrf	Profiad ym maes cyllid Llywodraeth Leol a/neu Ysgolion Profiad o reoli timoedd	Ffurflen Gais Cyfweliad Profiad ym maes cyllid Llywodraeth Leol a/neu ysgolion

	Tystiolaeth o allu i ddylanwadu er mwyn sicrhau newid, a herio rhanddeiliaid ar bob lefel mewn sefydliad Gwybodaeth eang am gynllunio ariannol, rheoli a gwella busnes Caffael a negodi contractau gan sicrhau'r gwerth gorau.	Profiad o gaffael a negodi contractau gan sicrhau'r gwerth gorau	
iii. GWYBODAETH A SGILIAU SY'N GYSYLLTIEDIG Â'R SWYDD	Y gallu i ddehongli data ariannol a data perfformiad busnes eraill er mwyn tynnu casgliadau a gwneud argymhellion priodol mewn modd sy'n briodol i'r gynulleidfa berthnasol gan ddefnyddio eich sgiliau fel hwylusydd / cyflwynydd ardderchog Gwybodaeth am gaffael a negodi contract i sicrhau gwerth gorau		Ffurflen Gais Cyfweliad
iv. NODWEDDION PERSONOL	Mae lefel uchel o sgiliau cyfathrebu, ynghyd â sgiliau rhyngpersonol effeithiol ac argyhoeddiadol. Gan feddu ar agwedd 'gallaf' bydd yr ymgeisydd llwyddiannus yn gallu dangos sgiliau rheoli a threfnu rhagorol.	Y gallu i siarad Cymraeg.	Ffurflen Gais Cyfweliad
v. GOFYNION ERAILL	Gwybodaeth helaeth am systemau <i>Office</i> gan gynnwys <i>Microsoft Office</i>. Gwybodaeth helaeth o ddatblygu a chynhyrchu		Ffurflen Gais Cyfweliad

	taenlenni / cynlluniau busnes Profiad o ddefnyddio systemau cyfriflyfr cyffredinol a chyfrifyddu.		
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DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title: Finance Manager
Grade: 9
Service: Schools
Service Area: Ysgol Dinas Brân and Primary Cluster
 Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant,
 Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy
Responsible to: Head Teacher – Ysgol Dinas Brân and Headteachers of
 Primary Cluster schools.
Job ID Number / Date Issued: July 2012

Job Purpose

The post holder will manage the delegated budget for the school 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 be part of the Senior Leadership and Support Management Team to ensure an effective and efficient support service delivery for the schools as listed above.

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 school 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.

To be responsible for the negotiating, managing and monitoring contracts, procurement, tenders and agreements for the provision of services to the school, and working closely with the Business Site Manager.

Prepare the budget monitoring reports and projected out turns accordingly for presentation to the Headteacher 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.

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 Headteacher 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.

Resources/Equipment/Material

None

Supervision/Management of People

Management of Accounts Clerk

Knowledge, Skills, Training and Experience

It is essential that the postholder is minimum AAT qualified with at least 4 years senior level experience in a finance related discipline. Applications would also be considered from applicants who may be working towards the qualifications detailed above provided they have significant experience in an equivalent or school based role.

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 and carry out other related duties.

Employment Checks/ Specific Requirements

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 be a key member of the senior leadership team within the school 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).

Post Title: Finance Manager
Service Area: Ysgol Dinas Brân and Primary Cluster
 Ysgol Bryn Collen, Ysgol Carrog, Ysgol y Gwernant,
 Ysgol Caer Drewyn, Ysgol Bro Dyfrdwy
Grade: 9

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
i. EDUCATION & QUALIFICATIONS	It is essential that the postholder is minimum AAT qualified with significant experience in a finance related discipline. Applications would also be considered from applicants who may be working towards the qualifications detailed above provided they have got significant demonstrable experience in an equivalent or school based role.	Able to offer a relevant management qualification	Application form
ii. RELEVANT EXPERIENCE	Experience of acting on own initiative, to deal with complex and sensitive issues in a calm and assured manner	Experience within Local Government Finance and/or Schools	Application Form Interview

	Proven ability to influence change and confidence to challenge stakeholders at all levels within an organisation Extensive knowledge of financial planning, management and business improvement Procurement and contract negotiation ensuring best value	Experience of managing teams Experience of procurement and contract negotiation ensuring best value	Experience within Local Government Finance and/or schools
iii. JOB RELATED KNOWLEDGE & SKILLS	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 Knowledge of procurement and contract negotiation ensuring best value		Application form Interview
iv. PERSONAL QUALITIES	A high degree of communication skills together with effective and persuasive interpersonal skills. Possessing a can do attitude the successful candidate will be able to demonstrate excellent management and organizational skills.	Ability to speak Welsh.	Application form Interview
v. OTHER REQUIREMENTS	Extensive knowledge of Office Systems including Microsoft Office. Extensive knowledge of the development and production of spreadsheets / business plans Experience of using general ledger and accounting systems		Application form Interview

