Proffil Swydd/Job Profile

Teitl y Swydd – Technegydd Cyfrifon
Post Title – Accounts Technician

Adran	Gwasanaethau Corfforaethol
Department	Corporate Services

Is-Adran/Adain	Cyfrifyddiaeth
Division/Section	Accountancy

Gradd/Grade	F

Rhif y Swydd/Post Number	Amryw / Various

Paratowyd Gan/Prepared By	D Jones

Dyddiad/Date	Medi 2026 / September 2026

Prif Ddiben y Swydd
I ddarparu cymorth technegol i'r Cyfrifydd Uwch wrth ddarparu amrywiaeth o wasanaethau ariannol i'r Adrannau perthnasol. Mae Cyfrifyddiaeth wedi'I leoli mewn sawl lleoliad sy'n adlewyrchu pwrpas y gwasanaeth o gefnogi'r adrannau corfforaethol a gwasanaethol; gyda rheolaeth 2onito i'r Cyfrifydd Grŵp drwy'r Cyfrifydd Uwch.
Prif dasgau/cyfrifoldebau
• Darparu cymorth cyfrifyddol technegol o fewn yr adran, er mwyn sicrhau ei fod yn gweithredu'n effeithiol ar yn effeithlon wrth gyflawni nodau a chadw at ddyddiadau cwblhau statudol • Darparu cymorth technegol wrth grynhoi a gwirio cyfrifon diwedd y flwyddyn. Cyfrannu tuag at gau cyfrifon blynyddol yr 2onitor2y n effeithiol ac yn effeithlon o fewn yr amserlen statudol ac yn unol â Safonau a rheoliadau Cyfrifo • Cynorthwyo rheolwyr cyllideb gyda 2onitor eu cyllidebau drwy holi a thynnu gwybodaeth o System Rheoli Ariannol (SrhA)yr awdurdod a systemau eraill sy'n seiliedig ar gyllid, felly'n sicrhau 2onitor cyllideb effeithlon a chywir yn unol â pholisi'r Cyngor • Adolygu adroddiadau 2onitor'r gyllideb a thrafod unrhyw anghysondeb gyda Rheolwyr Cyllideb • Darparu cefnogaeth dechnegol i'r Cyfrifydd Uwch I grynhoi rhagolygon cyllidol blynyddol, gan ddefnyddio'r SrhA a thaenlenni Excel, felly'n cyfrannu tuag at y broses gyllideb flynyddol • Ymgymryd â chasglu gwybodaeth ar gyfer adroddiadau ystadegol, ariannol a meincnodi ynghyd a gwirio hawliadau grant oddi wrth amrywiaeth o gyrff ariannu, cydymffurfio â dyddiadau cwblhau a rheoliadau Archwilio • Cefnogi'r adran gyda phrosesau gweinyddol, mentrau corfforaethol a dyletswyddau eraill sy'n gymesurol â'r radd
Yn gyfrifol am staff/offer
Mae'r dyletswyddau'n syrthio o fewn Cyllidebau Refeniw, Cyllidebau Cyfalaf, Gweinyddu Cronfa Bensiwn, Cronfeydd Ymddiriedolaeth, Cwmni Tai Lleol, Cwmni Masnachu'r Awdurdod Lleol, a Gweinyddiaeth Grantiau'r Cyngor ayyb. Gyda mwy na 150 o Reolwyr Cyllideb
Yn atebol i
Cyfrifydd Uwch

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Aelod llawn o'r 'Association of Accounting Technicians' (AAT) neu corff cyfatebol cyfartal, neu'n gweitho tuag at cymhwyster cyfrifyddol cydnabyddedig ar lefel gyfatebol.

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Y gallu i ddehongli a thaenu data ariannol

Sgiliau dadansoddi ariannol

Gwybodaeth / profiad o daenlenni Excel

Sgiliau cyfathrebu a dylanwadu

Gwybodaeth

Ymwybyddiaeth o Gyllid Llywodraeth Leol

Profiad

Profiad addas mewn amgylchedd ariannol

Defnydd rheolaidd o feddalwedd Microsoft Office

Rhinweddau personol

Hunan ysgogol

Gweithio fel rhan o dîm ac ar eich liwt eich hun

Sgiliau cyfathrebu da

Ymrwymiad i gwrdd â dyddiadau cwblhau

Gallu i flaenoriaethu baich gwaith

Meini Prawf Dymunol

Gwybodaeth / profiad o system rheoli ariannol Unit 4 Business World On (Agresso)

Profiad o Gyllid Llywodraeth Leol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS**

Adran B – y math o weithlu **Ddim yn berthnasol**

Y RHESWM

UNRHYW WYBODAETH ARALL

Mae'n ddisgwyliedig bod pob gweithiwr yn cynnal gwerthoedd craidd yr awdurdod ac yn cadw egwyddorion Polisi Cyfartaledd ac Amrywiaeth yr awdurdod neu, os yn gyflogedig gan ysgol, Polisi Cyfartaledd ac Amrywiaeth yr ysgol, lle mae'n addas yn ôl atebolrwydd a hynafedd y swydd o fewn y sefydliad.

Main Purpose of Job

To provide technical support for the Senior Accountant in providing a range of financial services to the relevant Departments.

Accountancy are based in a number of locations reflecting the service's purpose of supporting both corporate and service departments; with line management to the Group Accountant via the Senior Accountant.

Key responsibilities

- To provide technical accountancy support within the section, to ensure that it operates effectively and efficiently in achieving objectives and adhering to statutory deadlines.
- To provide technical support in the compilation and verification of the year end accounts. Contributing towards the efficient and effective closure of the Authority's annual accounts within the statutory timetable and in accordance with Accounting Standards and regulations.
- To assist budget managers in the monitoring of their budgets through interrogation and extraction of information held on the authority's Financial Management System (FMS) and other finance based systems, therefore ensuring effective and proper budget monitoring as per the Council policy.
- To review budget monitoring returns and discuss any discrepancies with Budget Managers.
- To provide technical support to the Senior Accountant in compiling annual budget forecasts, using the FMS and excel spreadsheets, therefore contributing towards the annual budget process.
- To undertake the compilation of various statistical, financial and benchmarking returns along with the verification of grant claims from a variety of funding bodies, complying with deadlines and Audit regulations.
- To support the section with administrative processes, corporate initiatives and other duties commensurate with the grade

Responsible for staff/equipment

Duties fall within the Council's Revenue Budgets, Capital Budgets, Pension Fund Administration, Trust Funds, Local Housing Company, Local Authority Trading Company, Grant Administration etc. and in excess of 150 Budget Managers

Reporting to

Senior Accountant

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Full membership of the Association of Accounting Technicians (AAT) or an equivalent professional body, or currently working towards a recognised accounting qualification at an equivalent level.

Job Related Skills and Competencies

Ability to interpret and disseminate financial data

Financial analysis skills

Knowledge / experience of Excel spreadsheets

Communication & influencing skills

Knowledge

Awareness of Local Government Finance

Experience

Suitable experience in a financial environment

Regular use of Microsoft Office software

Personal qualities

Self motivated

Work as part of a team and on own initiative

Good communication skills

Commitment to meeting deadlines

Ability to prioritise workloads

Desirable Criteria

Knowledge / experience of Unit 4 Business World On (Agresso) financial management system

Local Government Finance Experience

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 1**	**Written level 1**
English	**Spoken Level 4**	**Written level 4**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **No DBS check required**

Section B – workforce type **Not Applicable**

JUSTIFICATION

ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values and maintain the principles of the Authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation