Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwyydd Cyllid / Clerigol
Post Title – Finance / Clerical Assistant

Adran	Addysg a Phlant
Department	Education & Children

Is-Adran/Adain	Ysgol Maes y Gwendraeth
Division/Section	Maes y Gwendraeth School

Gradd/Grade	C + 4%

Rhif y Swydd/Post Number	036264

Paratowyd Gan/Prepared By	Pennaeth/Headteacher

Dyddiad/Date	22 / 09 / 2026

Prif Ddiben y Swydd
Yn gyfrifol am gynorthwyo'r Rheolwr Busnes i ddarparu gwasanaeth cyllid a chadw cyfrifon i'r ysgol yn unol a rheolau a rheoliadau cyllid. Rheoli'r Cyfrif 'Cronfa Ysgol', gwneud bancio cymodi misol a gweithdrefnau diwedd blwyddyn er mwyn paratoi y cyfrif ar gyfer archwilio: prosesu archebion, casglu, ysgrifennu taleb a bancio incwm.

Prif dasgau/cyfrifoldebau

Trefn cyllid, gweinyddiaeth a chefnogaeth

Bydd y Cynorthwyydd Cyllid yn cynorthwyo'r Rheolwr Busnes gyda:

- Rheoli materion cyllid yr ysgol;
- Systemau cyfrifon ac archebu yr ysgol;
- Ffeilio cyfrinachol a chynnal pob math o gyfathrebu mewnol ac allanol am faterion ariannol;
- Cynorthwyo'r Rheolwr Busnes i wirio a pharatoi anfonebiadau er mwyn eu talu, gan sicrhau bod yr anfoneb a'r nodyn credid wedi eu derbyn a'I recordio yn gywir a chysylltu gyda'r cyflenwyr yn ôl y galw.

Bydd y Cynorthwyydd Cyllid yn gytrifol am:

- Weinyddiaeth a rheoli Cyfrif Cronfa'r Ysgol. Paratoi y cyfrifon ar gyfer cael eu archwilio ar ddiwedd y flwyddyn ariannol.
- Prosesu archebion, gan sicrhau y gwerth gorau a dilyn i fynnu ar archebion. Derbyn nwyddau sydd wedi cyrraedd, sicrhau bod y nwyddau wedi eu recordio a'u dosbarthu yn gywir.
- Prosesu taliadau Cyfrif Cronfa'r Ysgol ar ôl cael yr awdurdod cywir a sicrhau bod sieciau wedi eu arwyddo gan y llofnodwr perthnasol.
- Monitro a gweinyddu'r system ParentPay
- Recordio holl wariant ac incwm sydd wedi eu dderbyn ar gyfer tripiau ysgol ac ymweliadau a chadw record a ffeilio. Trefnu archebu arian fel y bo'r angen.
- Bod yn gyfrifol am y llogi, dosbarthu anfonebau
- Bancio pob incwm a dderbyniwyd gan yr ysgol.
- Cadw cofnod am defnydd a chynhaliaeth argraffwyr a thaflunyddion.
- Gweinyddo rheoliad Cyffredinol a Diogelu (GDPR) gan ddeall sut y mae hyn y effeithio ar yr ysgol.
- Gwirio a chymryd gofal dros awdit chromebooks yr ysgol.

<u>Dyletswyddau Ychwanegol a Chyfrifoldebau</u>

- Dyletswyddau clerigol fel ffeilio, llungopio ac yn y blaen;
- Hanner awr yn cyflenwi dros amser cinio yn y Dderbynfa;
- Mynychu cyfarfodydd perthnasol yn âl y galw;
- Darparu cymorth i'r dim gweinyddol mewn achos o absenoldeb;

- Cadw at a chydymffurfio gyda pholisiau a threfn yn ymwneud â Diogelwch Plant, Iechyd a Diogelwch, diogelwch, cyfrinachedd a diogelwch data; gan adrodd unrhyw bryderon i'r Rheolwr Busnes;
- I fod yn ymwybodol o chefnogi gwahaniaeth a sicrhau cyfle cyfartal i bawb;
- Cyfrannu at ethos/gwaith/amcanion yr ysgol;
- Gwerthfawrogi a chefnogi rôl pobl broffesiynol eraill;
- Cyfranogi mewn hyfforddiant ac unrhyw weithgarwch arall a datblygu perfformiad yn âl y galw;
- I wneud unrhyw ddyletswyddau eraill o fewn rheswm sy'n gymesurol â'r swydd yn ôl y galw gan y Prifathro/ Rheolwr Busnes.

Yn gyfrifol am staff/offer

Neb.

Yn atebol i

Rheolwr Busnes

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Safon dda o addysg hyd at safon TGAU.

Sgiliau rhifedd a llythrennedd da iawn.

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

Cymhwysedd TGCh da er mwyn defnyddio Microsoft e.e. Outlook, Word

Gwybodaeth a phrofiad o ddefnyddio taenlen Excel.

Gwybodaeth

Profiad

Rhinweddau personol

Y gallu i weithio ar eu liwt eu hunan ac fel rhan o dîm.

Y gallu i flaenoriaethu a rheoli pwysau gwaith er mwyn cwblhau mewn pryd.

Sgiliau trefniadol da a chywirdeb.

Meino Prawf Dymunol

Profiad o weithio o fewn y sector ariannol

Ymwybyddiaeth o system gyllid Awdurdodau Lleol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
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 **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM
Gweithio mewn ysgol

UNRHYW WYBODAETH ARALL

Main Purpose of Job

Responsible for assisting the Business Manager in providing financial and accounting services to the school in line with the financial rules and regulations.
Managing the School Fund Account, carrying out monthly bank reconciliation and year-end procedures to prepare the account for audit; process orders; collect, receipt and bank income.

Key responsibilities

Financial organisation, administration and support

The Finance Assistant will assist the Business Manager in:

- Managing the school's financial affairs;
- The school accounting and ordering systems;
- Confidential filing and the maintenance of all forms of internal and external communication in relation to financial matters;
- Assisting the Business Manager in checking and preparing invoices for payment, ensure all invoices and credit notes have been received and correctly recorded and, follow up any queries with the suppliers.

The Finance Assistant will be responsible for:

- Administration and management of the School Fund Accounts; Prepare the accounts for audit at the end of the financial year.
- Processing orders, ensuring best value and follow up on orders. Receive delivered goods, ensure delivery is appropriately recorded and distributed.
- Process School Fund Account payments following required authorisation and ensure cheques are signed by the relevant signatories.
- Record all expenditure and income received for school trips and visits and maintain all records and filing. Arrange currency where necessary.
- Responsible for the Lettings; issuing invoices
- Banking of all income received by the school.
- Monitor and administration of the ParentPay system
- Implement General Data Protection Regulations (GDPR) in accordance with LA and school guidance.
- Keep records of printers and projectors across the school.
- Check and conduct audit of school chromebooks.

Additional Duties And Responsibilities

- Clerical duties such as filing, photocopying etc;
- Half hour lunchtime cover in Reception;
- Attend relevant meetings as required;
- Cover of administrative personnel in cases of absence;
- To abide and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting any concerns to the Business Manager;
- To be aware of and support difference and ensure equal opportunities for all;
- Contribute to overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;

• Participate in training and any other learning activities and performance development as required; • To carry out any other reasonable duties, commensurate with the grade of the post, as required by the Headteacher/Business Manager.
Responsible for staff/equipment
None
Reporting to
Business Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Good general standard of education up to GCSE level standard.

GCSE Maths - Grade C or above

Very good literacy and Numeracy skills

Job Related Skills and Competencies

ICT competence in the use of Microsoft applications e.g. Outlook, Word.

Knowledge and experience in the use of Excel spreadsheets.

Knowledge

Experience

Personal qualities

Ability to work on own initiative, to work flexibly and as part of a team.

Ability to prioritise and manage workload to meet deadlines.

Attention to detail and good organisational skills

Desirable Criteria

Experience in working in a finance environment.

Awareness of Local Government Finance.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 4**	**Written level 4**
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** **Enhanced Disclosure with Barred list check** **Section B – workforce type** **Child Workforce**

JUSTIFICATION
Working in a school

ANY OTHER INFORMATION