

Job Title	Finance Manager
Location	Office based in Llanishen, Cardiff with agile working agreement in place.
Hours of Work	37 hours per week
Responsible To	Chief Executive Officer
Responsible For	Finance Assistant, Senior Finance Assistant & Finance Assistant.
Pay Scale	£36,298, increasing to £38,223 upon successful confirmation in post (after 6 months)
Main Purpose of Job	<p>The Finance Manager of Clybiau Plant Cymru Kids' Clubs in partnership with the Chief Executive Officer and the Board of Trustees is responsible for the success of the organisation with responsibility in particular for:</p> <ul style="list-style-type: none"> • Financial resources and budgets • Accounting systems • Financial procedures
Main Duties	<ol style="list-style-type: none"> 1. Set and control the organisation's budgets, financial procedures and accounting system in conjunction with the Chief Executive Officer. Manage and report on the budgets which include a multitude of funders 2. Manage the Finance Department staff and oversee all day-to-day financial transactions of the organisation using SAGE Intact, the computerised bookkeeping system. Oversee preparation of the monthly payroll, using SAGE 50 payroll and make PAYE payments and RTI returns to the Inland Revenue. 3. Maintain an accurate Fixed Asset register 4. Liaise with the Welsh Government and any other external organisations such as Cwlwm and including Local Authorities involved with the finances of the organisation. 5. Assist the Chief Executive Officer with the development of a fund raising and income generation programme and the preparation of figures for any funding applications. 6. Assist the Chief Executive Officer and Senior Team with staffing and financing recommendations to the Board. 7. Ensure that the organisation complies with financial and legal requirements 8. Assist the accountants with preparation of year end financial statements 9. Assist Core team to ensure cyber essential compliance
Key Dimensions & Challenges	<ul style="list-style-type: none"> • Understanding the complexities of the organisation's finances • Maintain tight budgetary control • Income generation • Working with staff based over three regional offices • Working to deadlines and managing competing demands
Core Skills & Experience	<p>& Essential</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent (Part qualified/qualified AAT or CCAB) • 3 – 4 years' experience in a charitable accounting environment • Practical experience of Sage Intact accounting • Payroll, VAT and period end experience • High level of knowledge of spreadsheet, database and power apps • The ability to work under pressure • Tact, diplomacy and ability to work as part of a team • A commitment to excellence, quality and equality of opportunity

- Knowledge of Charities accounting
- Knowledge of voluntary sector

Highly Desirable

- Welsh speaker or willingness to learn

Clybiau Plant Cymru Kids' Clubs wishes to appoint a **Full Time (37 hours)** Finance Manager. The post is based in our office in Llanishen, Cardiff. The post will require a flexible approach to work.

The salary for the post will be £36,298, increasing to £38,223 upon successful confirmation in post (after 6 months) and is based on a 37-hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme. Clybiau Plant Cymru Kids' Clubs also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.

Background

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our **values** and **strategic goals** for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Clubs across Wales.

We provide childcare business support and training:

Childcare Business Support

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

Training

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

The Role of the Finance Manager

The Finance Manager has overall responsibility for the finances of the organisation and shared responsibility for the Governance. Their role will be key to ongoing sustainability of the organisation. We are looking for someone to work independently, who has experience in making assured and sometimes difficult decisions and be a driving force to support the Chief Executive Officer and Senior Team. Someone with experience in working in Charity Finance, and with multiple projects and budgets is preferred, although those with transferrable financial skills should also apply. We need someone with fundraising and/or corporate sponsorship experience.

The Finance Manager leads the team which comprises a Finance Assistant and an Apprentice Finance Administrator, also based in the Cardiff Office and whose main responsibilities are listed in the evaluation criteria but will need a knowledge of both Sage and Windows including Word, Excel, Access and Power app & be willing to learn about and use new software packages. The ability to learn and quickly lead on the growth and sustainability of the organisation someone who has **great attention to detail**, and an ability to mentor their team to develop will be required.

The successful candidate will also be involved in ensuring that the organisations financial record keeping and processes are robust and accurate.

The successful candidate will need to be able to fit into the current team. They should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to drive forward the vision of the organisation someone who will be the supporting force behind the Chief Executive Officer ensuring that the organisation's mission is continuously achieved.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

Objectives	Performance Criteria
1. Set and control the organisation's budgets, financial procedures and accounting system in conjunction with the Chief Executive Officer. Manage and report on the budgets from all funders.	<ul style="list-style-type: none"> a) Prepare annual budget for the organisation and present to Board of Trustees. b) Be responsible for the production of management accounts, on a monthly basis for the CEO and Senior Team. Supporting the effective financial management of various income streams and projects. c) Undertake monthly Balance Sheet Reconciliation, ensuring debtors and creditors reconciliations. d) Prepare and present quarterly updates for Board of Trustees. e) Annually review organisational Financial Control Procedures. f) Assist with the costing of services including cost of providing training and development. g) Advise Managers on the financial administration of their activities, the budget process, budgetary control procedures and arrangements. h) Monitor cashflow and oversee regular bank reconciliation.
2. Manage the Finance Department staff and oversee all day-to-day financial transactions of the organisations using SAGE, the computerised bookkeeping system and Power apps.	<ul style="list-style-type: none"> a) Oversee suppliers and commitments are accurately recorded and purchase invoices are received and processed in a timely manner, meeting the protocol for authorisation. b) Ensure timely monthly payments. c) Oversee the efficient and timely processing of the monthly payroll. d) To ensure timely submission of statutory monthly and annual returns. e) Administer accurate records and reporting to HMRC and company pension. f) To maintain accurate records of staff expense claims and ensure timely payment. g) Review and develop administrative and financial systems and processes by suggesting improvements and working with team members to improve efficiency and effectiveness of all processes. h) To accurately input data into a computer and to be able to analyse the data and produce reports.
3. Maintain an accurate Fixed Asset register.	<ul style="list-style-type: none"> a) Maintain an appropriate and accurate Fixed Asset register on Assetware or other appropriate software. b) Maintain a schedule of stock of resources and minor equipment across regional offices for audit and insurance purposes. c) Maintain an accurate record of stock prices and an accurate record of assets.
4. Liaise with the Welsh Government and any other external organisations such as Cwlwm and including Local Authorities involved with the finances of the organisation.	<ul style="list-style-type: none"> a) Ensure accurate and timely reporting to CWLWM and Welsh Government. b) Maintain contact with Local Authority funders and ensure that reporting requirements are met and queries answered. c) Maintain relationships with all other funders ensuring accurate and timely reporting.

5. Assist the Chief Executive Officer with the development of a fund raising and income generation programme and the preparation of figures for any funding applications.	<ul style="list-style-type: none"> a) Set a fundraising target for the year within the annual budget. b) Support Senior Team in the development of applications. c) Prepare costing timelines for each application using full cost recovery. d) Review completed applications to ensure all information is accurate.
6. Assist the Chief Executive Officer and Senior Team with staffing and financing recommendations to the Board.	<ul style="list-style-type: none"> a) Regularly review capacity, staffing and funding of same. b) Report to CEO and Senior Team with recommendations for revisions to staff requirements and allocations. c) Review and forecast staffing costs against budgets and support with allocations.
7. Ensure that the organisation complies with financial and legal requirements.	<ul style="list-style-type: none"> a) Ensure effective monitoring and reporting of company pension. b) Ensure compliance with Auto-Enrolment requirements. c) Regularly review the organisations VAT status ensuring accurate recording of transactions. d) Ensure compliance with SORP. e) Assist the CEO with submission of the Annual reports to Companies House and The Charity Commission.
8. Assist the accountants with preparation of year-end financial statements.	<ul style="list-style-type: none"> a) Prepare trial balance in advance of the annual audit. b) Support the supply of information to the Audit team to allow an efficient audit. c) Complete a review of the finances for inclusion in the Annual report.
9. Assist and support Core team to ensure cyber essential compliance.	<ul style="list-style-type: none"> a) Undertake an annual review of Cyber Essentials and Cyber Essentials Plus and support with the achievement of accreditation. b) Work with the organisations external IT company to review recommendations and report to the Senior Team and Board of Trustees.
10. Oversee the Access databases to track grants and funding, including the preparation of grant payments.	<ul style="list-style-type: none"> a) Oversee reporting of grants information, including monitoring, using Access databases. Ensuring that grant recipients are paid instalments in a timely manner. b) Communicate with staff information in relation to these grants.
11. To use computer programmes including Sage, MS Word, Excel Access and Power apps in SharePoint.	<ul style="list-style-type: none"> a) Efficient IT skills, showing competency in using SAGE, WORD, EXCEL, ACCESS, OUTLOOK, SharePoint and Internet and a willingness to learn how to use other software packages. b) Experience of managing data and working with databases. c) To check data that has been input and correct errors as necessary. Update data when required. Accurate data input skills and a keen eye for detail required.

Teitl y Swydd	Rheolwr Ariannol
Lleoliad	Y swyddfa yn Llanisien, Caerdydd, â chytundeb gweithio ystwyth yn ei le 37 awr yr wythnos, er bod oriau ychwanegol yn debygol – bydd angen hyblygrwydd, gan gynnwys rhywfaint o waith gyda'r nos ac ar benwythnosau.
Yn atebol i'r	Prif Swyddog Gweithredol
Yn gyfrifol dros	Y Cynorthwyydd Ariannol, yr Uwch Gynorthwyydd Ariannol a'r Cynorthwyydd Ariannol
Graddfa Dâl	£36,298, yn cynyddu i £38,223 ar dderbyn cadarnhad mewn swydd (wedi 6 mis)
Prif Bwrpas y Swydd	Mae Rheolwr Ariannol Clybiau Plant Cymru Kids' Clubs, mewn partneriaeth â'r Prif Swyddog Gweithredol a'r Bwrdd Ymddiriedolwyr yn gyfrifol am lwyddiant y gyfundrefn, ac â chyfrifoldeb arbennig dros: <ul style="list-style-type: none">• Adnoddau a chyllidebau ariannol• Systemau cyfrifo• Gweithdrefnau ariannol
Prif Ddyletswyddau	<ol style="list-style-type: none">1. Gosod a rheoli cyllidebau'r gyfundrefn, ei gweithdrefnau ariannol a'i system gyfrifo ar y cyd â'r Prif Swyddog Gweithredol. Rheoli ac adrodd ar y cyllidebau, sy'n cynnwys lliaws o arianwyr.2. Rheoli staff yr Adran Ariannol a goruchwyllo holl weithrediadau ariannol y gyfundrefn o ddydd i ddydd, gan ddefnyddio SAGE Intact, y system gadw-cyfrifon gyfrifiadurol. Goruchwyllo paratoi'r gyflogres fisol, defnyddio cyflogres SAGE a gwneud taliadau TWE a dychwelebau Gwybodaeth Amser Real (RTI) i Gyllid y Wlad.3. Cynnal cofrestr Asedion Sefydlog.4. Cydymgyngħori â Llywodraeth Cymru ac unrhyw gyfundrefnau allanol eraill megis Cwlwm, ac Awdurdodau Lleol sydd ynghŷn â chyllid y gyfundrefn.5. Cynorthwo'r Prif Swyddog Gweithredol i ddatblygu rhaglen codi arian a chynhyrchu incwm, a pharatoi ffigurau ar gyfer unrhyw geisiadau ariannu.6. Cynorthwo'r Prif Swyddog Gweithredol a'r Uwch Dîm i wneud argymhellion i'r Bwrdd ar staffio ac ariannu.7. Sicrhau bod y gyfundrefn yn cydymffurfio â'r gofynion ariannol a chyfreithiol.8. Cynorthwo'r cyfrifwyr i baratoi datganiadau ariannol diwedd-y-flwyddyn9. Cynorthwo'r Tîm Craidd i sicrhau cydymffurfio â'r hanfodion seibr
Dimensiynau a Heriau Allweddol	<ul style="list-style-type: none">• Deall cymhlethdodau cyllid y gyfundrefn• Cadw rheolaeth gyllidol dynn• Cynhyrchu incwm• Gweithio gyda staff dros dair swyddfa ranbarthol• Gweithio yn ôl terfynau amser a rheoli gofynion a fydd yn gwrthdarо.

Sgiliau a Phrofiad

Craidd

Hanfodol

- Wedi ei addysgu i lefel gradd neu gyfwerth (Rhan gymwysedig / â chymwysterau'r AAT neu'r CCAB)
- Profiad dros 3 – 4 blynedd mewn amgylchedd cyfrifo elusennol
- Profiad ymarferol o gyfrifo Sage Intact
- Profiad o gyflwyni, TAW a diwedd cyfnodau
- Lefel uchel o wybodaeth o gymwyseddau taenlenni a chronfeydd data
- Y gallu i weithio dan bwysau
- Cynildeb a doethineb, a'r gallu i weithio fel rhan o dîm
- Ymraddiad i ragoriaeth, ansawdd a chyfle cyfartal
- Gwybodaeth am gyfrifo parthed Elusennau
- Gwybodaeth o'r sector gwirfoddol

Dymunol iawn

- Yn siarad Cymraeg neu â pharodrwydd i ddysgu

Mae Clybiau Plant Cymru Kids' Clubs yn dymuno penodi Rheolwr Ariannol **Llawn Amser (37 awr)**. Lleolir y swydd yn ein swyddfa yn Llanisien, Caerdydd. Bydd gofyn i ddeiliad y swydd hon fod ag agwedd hyblyg tuag at waith.

Mae'r cyflog o £36,298, yn cynyddu i £38,223 ar dderbyn cadarnhad mewn swydd (ar ôl 6 mis) ac fe'i seilir ar wythnos 37 awr, ac yn daladwy yn fisol drwy drosglwyddiad credyd. Mae'r gallu i weithio oriau hyblyg yn hanfodol i'r gwaith, a allai gynnwys nosweithiau, penwythnosau ac ambell i noson oddi cartref. Rhoddir 28 diwrnod o wyliau yn ôl y raddfa, yn ogystal â gwyliau blynnyddol. Rhed y flwyddyn wyliau o 1 Medi i 31 Awst.

Mae Clybiau Plant Cymru Kids' Clubs yn gweithredu cynllun pensiwn rhanddeiliaid ar y cyd ag Aviva. Gall cyflogeon, yn amodol ar feini prawf cymhwysedd penodol, ymuno â'r cynllun pensiwn. Bydd cyflogeon cymwys yn cael cyfraniad o 6% yn fisol gan Clybiau Plant Cymru Kids' Clubs i'w cynllun pensiwn, ar yr amod fod y cyflogai'n cyfrannu 2% o'u cyflog gros sylfaenol, i'r cynllun. Mae Clybiau Plant Cymru Kids' Clubs yn darparu yn ogystal warchodaeth iechyd corfforaethol drwy Simply Health. Bydd cyflogeon, wedi cyfnod prawf o chwe mis yn derbyn Cyfar Simply Health - yn ddi-dâl - ynghyd â'r opsiwn i dalu am warchodaeth ychwanegol dros gymar/ partner a phlant.

Mae lwfans milltiredd yn daladwy pan fyddir ar fusnes Clybiau Plant Cymru Kids' Clubs. Telir yn ogystal dreuliau parod pa fyddir ar fusnes Clybiau Plant Cymru Kids' Clubs yn achos cynhaliaeth a theithio. Ôl-delir treuliau yn fisol.

Cefndir

Clybiau Plant Cymru Kids' Clubs yw'r gyfundrefn genedlaethol ar gyfer Gofal Plant Allysgol yng Nghymru.

Ein gweledigaeth yw Cymru lle mae plant yn chwarae a chymunedau'n ffynnu.

Ein cenhadaeth yw bod yn llais Clybiau Gofal Plant Allysgol yng Nghymru, gan gefnogi hawl plant i chwarae a gofal plant o ansawdd, sydd yn gynaliadwy, yn fforddiadwy ac sy'n diwallu anghenion plant, eu teuluoedd a'u cymunedau.

Am wybodaeth bellach ar ein **gwerthoedd a'n nodau strategol** i Glybiau Allysgol, cliciwch [yma](#)

Mae **Clybiau Gofal Plant Allysgol** yn rhedeg naill ochr i'r diwrnod ysgol ac yn ystod y gwyliau, gan alluogi rhieni/gofalwyr i ddychwelyd i'w Gwaith neu hyfforddiant, a phlant i fwynhau darpariaeth o ansawdd - a'i ffocws ar chwarae - a fydd wedi ei staffio gan Weithwyr Chwarae cymwysedig. Mae dros 1500 o Glybiau Brecwast, Clybiau Ôl-ysgol a Chlybiau Gwyliau, Cymraeg, Saesneg a dwyieithog, i'w cael ar hyd a lled Cymru.

Yn elusen gofrestredig, Bwrdd Ymddiriedolwyr, neu Gyfarwyddwyr, gwirfoddol sy'n gwneud penderfyniadau polisi Clybiau Plant Cymru Kids' Clubs. Etholir y bobl hyn yn flynyddol a dônt o Glybiau Allysgol ledled Cymru.

Rydym yn darparu cefnogaeth a hyfforddiant i fusnesau gofal plant:

Cefnogaeth i Fusnesau Gofal Plant

Gallwn helpu unigolion, ysgolion, darparwyr gofal plant presennol, aelodau pwylgor ac eraill sefydlu busnesau gofal plant a chefnogi busnesau gofal plant sy'n bodoli eisoes.

Hyfforddiant

Rydym wedi bod yn hyfforddi'r sector Gofal Plant Allysgol ers dros 20 mlynedd i ddatblygu gweithlu proffesiynol sy'n croesawu ac yn cefnogi chwarae y bydd plant yn ei hunan-gyfarwyddo.

Rydym yn darparu cymwysterau Gwaith Chwarae (cawn ein graddio'n 'rhagorol' gan NCFE, y corff dyfarnu cymwysterau), Datblygiad Proffesiynol Parhaus ac amrediad o weithdai gweithgaredd sy'n seiliedig ar chwarae. Gwelwch ein digwyddiadau hyfforddi a'n cyfarwyddiadur hyfforddi diweddaraf [yma](#).

Rôl y Rheolwr Ariannol

Y gan y Rheolwr Ariannol gyfrifoldeb cyffredinol dros sefyllfa ariannol y gyfundrefn a chyfrifoldeb ar-y-cyd am ei Llywodraethiad. Bydd y rôl hon yn allweddol i gynaliadwyedd parhaus y gyfundrefn. Rydym yn edrych am rywun i weithio'n annibynnol, sydd â phrofiad o wneud penderfyniadau cadarn, ac anodd weithiau, a bod yn rym gweithredol i gefnogi'r Prif Swyddog Gweithredol a'r Uwch Dîm. Rhywun â phrofiad o weithio ym maes Cyllid Elusennau, ac o ddewis â phrofiad o broiectau a chyllidebau lluosog, er y croesewir ceisiadau gan rai â sgiliau ariannol trosglwyddadwy hefyd. Mae arnom angen rhywun â phrofiad o faes codi-arian a/neu nawdd corfforaethol.

Mae'r Rheolwr Ariannol yn arwain tîm sy'n cynnwys Cynorthwywyd Ariannol a Phrentis o Weinyddydd Ariannol, a'r rhain yn ogystal wedi'u lleoli yn Swyddfa Caerdydd. Rhestrir eu prif gyfrifoldebau yn y meini prawf gwerthuso, ond bydd hefyd angen iddynt fod â gwybodaeth o raglenni Sage a Windows, yn cynnwys Word, Excel, Access a Power, a bod yn fodlon dysgu am becynnau meddalwedd newydd a'u defnyddio. Bydd gofyn am y gallu i ddysgu ac arwain ar dyfiant a chynaliadwyedd y gyfundrefn, rhywun sydd yn rhoi **sylw trylwyr i fanylion**, ac sydd â'r gallu i fentora eu tîm i ddatblygu.

Bydd yr ymgeisydd llwyddiannus hefyd ynglŷn â sicrhau bod cofnodion ariannol a phrosesau ariannol y gyfundrefn yn gadarn ac yn gywir.

Bydd angen i'r ymgeisydd llwyddiannus gyfaddasu'n hawdd i'r tîm presennol. Dylent fod ag agwedd hyblyg at waith a'r gallu o addasu i bwysau, terfynau amser a llwythi gwaith amrywiol. Rydym yn awyddus i gyflogi unigolyn sy'n awyddus i yrru yn ei blaen weledigaeth y gyfundrefn, rhywun a fydd yn rym cefnogol y tu ôl i'r Prif Swyddog Gweithredol, gan sicrhau bod cenhadaeth y gyfundrefn yn cael ei chyflawni'n barhaus.

Os ydych yn eiddgar i ymuno â'n tîm, yn flaengar, brwdfrydig, llawn cymhelliant a hyblyg yn eich dull o weithio, edrychwn ymlaen at dderbyn eich cais.

Mae pob cynnig o gyflogaeth yn amodol ar eirda boddhaol a chyfnod prawf o chwe mis.

Amcanion	Meini Prawf Perfformiad
1. Gosod a rheoli cyllidebau'r gyfundrefn, ei gweithdrefnau ariannol a'i system gyfrifo ar y cyd â'r Prif Swyddog Gweithredol. Rheoli ac adrodd ar y cyllidebau, sy'n cynnwys lliaws o arianwyr.	a) Paratoi cyllideb flynyddol i'r gyfundrefn a'i chyflwyno i Fwrdd yr Ymddiriedolwyr. b) Bod yn gyfrifol am gynhyrchu'r cyfrifon rheoli ar sail fisol ar gyfer y Prif Swyddog Gweithredol (PSG) a'r Uwch Dîm. c) Ymgymryd ag Unioni'r Fantolen yn fisol, gan sicrhau unioni o ran dyledwyr a chredydwyr. d) Paratoi a chyflwyno diweddariadau chwarterol ar gyfer y Bwrdd Ymddiriedolwyr. e) Adolygu'n flynyddol Weithdrefnau Rheolaeth Ariannol y gyfundrefn f) Cynorthwyo i gostio gwasanaethau, yn cynnwys cost darparu hyfforddiant a datblygiad. g) Cynghori Rheolwyr ar weinyddiad ariannol eu gweithgareddau, y broses gyllidol, gweithdrefnau a threfniadau rheolaeth gyllidebol. h) Monitro llif arian a goruchwyliau unioni rheolaidd â'r banc.
2. Rheoli staff yr Adran Ariannol a goruchwyliau holl weithrediadau ariannol y gyfundrefn o ddydd i ddydd, gan ddefnyddio SAGE, y system gadw-cyfrifon gyfrifiadurol.	a) Goruchwyliau i sicrhau bod cyflenwyr ac ymrwymiadau yn cael eu cofnodi'n gywir, a bod anfonebau pryniannau'n cael eu derbyn a'u prosesu yn amserol yn unol â'r protocol awdurdodi. b) Sicrhau taliadau misol amserol. c) Goruchwyliau prosesu effeithlon ac amserol o'r gyflogres fisol. d) Sicrhau cyflwyniad amserol dychwelebau statudol misol a blynnyddol. e) Gweinyddu cofnodion cywir ac adrodd i CThEM a'r cwmni pensiwn. f) Cadw cofnodion cywir o hawliadau treuliau staff a sicrhau taliadau amserol. g) Adolygu a datblygu systemau a phrosesau gweinyddol ac ariannol drwy awgrymu gwelliannau a gweithio ar y cyd ag aelodau o'r tîm i wella effeithlonrwydd ac effeithiolrwydd yr holl brosesau. h) Mewnbynnau data'n gywir i gyfrifiadur a'r gallu i ddadansoddi'r data a llunio adroddiadau.
3. Cynnal cofrestr Asedion Sefydlog.	a) Cynnal cofrestr Asedion Sefydlog briodol a chywir ar Assetware neu feddalwedd briodol arall. b) Cynnal trefnlen o'r stoc o adnoddau a mân offer ar draws y tair swyddfa ranbarthol i bwrpasau archwiliad ac yswiriant. c) Cadw cofnodion cywir o brisiau stoc a chofnod cywir o asedion.
4. Cydymgyngħori â Llywodraeth Cymru ac unrhyw gyfundrefnau allanol eraill megis Cwlwm, ac Awdurdodau Lleol sydd ynglŷn â chyllid y gyfundrefn.	a) Sicrhau adrodd yn gywir ac yn amserol i CWLWM a Llywodraeth Cymru. b) Cadw cysylltiad ag Awdurdodau Lleol sy'n ariannu a sicrhau bod y gofynion adrodd yn cael eu bodloni a chwestiynau'n cael eu hateb. c) Cynnal perthnasoeedd â'r holl arianwyr eraill, a sicrhau adrodd-yn-ôl cywir ac amserol.
5. Cynorthwyo'r Prif Swyddog Gweithredol i ddatblygu rhaglen codi arian a chynhyrchu incwm, a pharatoi	a) Gosod targed codi-arian am y flwyddyn o fewn y gyllideb flynyddol. b) Cefnogi'r Uwch Dîm i ddatblygu ceisiadau. c) Paratoi llinellau amser costio yn achos pob cais, gan ddefnyddio'r broses adenill-y-gost-lawn. d) Adolygu ceisiadau cyflawn i sicrhau bod yr holl wybodaeth yn gywir.

ffigurau ar gyfer unrhyw geisiadau am ariannu.	
6. Cynorthwyo'r Prif Swyddog Gweithredol a'r Uwch Dîm i wneud argymhellion i'r Bwrdd ar staffio ac ariannu.	a) Adolygu'r capaciti, y staffio, ac ariannu'r rhain, yn rheolaidd. b) Adrodd yn ôl i'r PSG a'r Uwch Dîm gan argymhell diwygiadau i'r gofyniad a'r dyraniadau parthed staff. c) Adolygu a rhagfynegi costau staffio yn erbyn cyllidebau a chefnogi gyda'r dyraniadau.
7. Sicrhau bod y gyfundrefn yn â'r gofynion ariannol a chyfreithiol.	a) Sicrhau monitro ac adrodd effeithiol parthed cynllun pensiwn y cwmni b) Sicrhau cydymffurfriad â'r gofynion Ymrestru Awtomatig c) Adolygu'n rheolaidd statws TAW y gyfundrefn gan sicrhau y cofnodir trafodion yn gywir. d) Sicrhau cydymffurfriad â'r datganiad o arferion a argymhellir (SORP) e) Cynorthwyo'r PSG ynghylch cyflwyno adroddiadau blynnyddol i Dŷ'r Cwmnïau a'r Comisiwn Elusennau.
8. Cynorthwyo'r cyfrifwyr i baratoi datganiadau ariannol diwedd y flwyddyn.	a) Paratoi mantolen dreialu cyn yr archwiliad blynnyddol. b) Cynorthwyo i gyflenwi gwybodaeth i'r tîm Archwilio i hwyluso archwiliad effeithlon. c) Cwblhau adolygiad o'r sefyllfa ariannol i'w gynnwys yn yr Adroddiad Blynnyddol.
9. Cynorthwyo'r Tîm Craidd i sicrhau cydymffurfio â'r hanfodion seibr	a) Ymgymryd ag adolygiad blynnyddol o Hanfodion Seibr a Hanfodion Seibr Uwch, a chefnogi i gyflawni achrediad. b) Gweithio gyda chwmni TG allanol y gyfundrefn i adolygu argymhellion ac adrodd i'r Uwch Dîm a'r Bwrdd Ymddiriedolwyr.
10. Goruchwyliau'r cronefeydd data Access i olrhain grantiau ac ariannu, yn cynnwys paratoi taliadau grant.	a) Goruchwyliau adrodd ar wybodaeth o grantiau, yn cynnwys monitro, gan ddefnyddio cronefeydd data Access. Sicrhau bod derbynwyr grantiau'n cael eu talu mewn ffordd amserol. b) Cyfathrebu gwybodaeth i'r staff mewn cysylltiad â'r grantiau hyn.
11. Defnyddio rhagleni cyfrifiadurol yn cynnwys Sage, MS Word, Excel ac Access.	a) Sgiliau TG effeithlon gan ddangos medruswydd wrth ddefnyddio SAGE, WORD, EXCEL, ACCESS, OUTLOOK a'r Rhyngrywd, a pharodrwydd i ddysgu sut i ddefnyddio'r pecynnau meddalwedd eraill. b) Profiad o reoli data a gweithio gyda chronfeydd data. c) Gwirio bod data wedi eu mewnbrynnu a chywiro camgymeriadau fel y bo'r angen. Diweddar data yn ôl y gofyn. Mae'n angenrheidiol bod â sgiliau mewnbrynnu-data cywir a rhoi sylw i fanylion.

