

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	CYNORTHWY-YDD GWEINYDDOL – ARIANNU ALLANOL
CYTUNDEB	SWYDD LLAWN AMSER CYFNOD PENODOL HYD AT 30.06.2023
GRADDFA:	GRADDFA 3 £19,636 - £21,027 Y FLWYDDYN
LLEOLIAD:	UNED ARIANNU ALLANOL, LLANGEFNI

YN ATEBOL I

Cyfarwyddwr Cyllid Cynorthwyol - Uwch Swyddog Goruchwylio Cytundebau

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

Canolbwyntio ar ddata heb fod yn ariannol sy'n cefnogi prosiectau UE ac a Ariennir yn Allanol a darparu cefnogaeth weinyddol gyfrinachol.

1. Cydlynu darpariaeth a chefnogaeth weinyddol o ran bob agwedd o weithgareddau prosiectau sy'n cael eu cynnal gan yr Uned Ariannu Allanol, gan gynnwys llungopio, gwirio a choladu dogfennau, archifo, ayyb.
2. Cynorthwyo'r gwaith o gadw cofnodion y Cynllun Datblygu Gwledig, Rhaglen Iwerddon-Cymru a phrosiectau eraill a ariennir yn allanol, coladu a gwirio dogfennau i sicrhau bod gwybodaeth yn gyflawn a chymryd cyfrifoldeb am fewnbynnu data a chynnal agweddau penodol o'r prosiectau.
3. Mynd ar ôl, diweddarau a chynnal y gwaith o fonitro taflenni amser staff prosiect.
4. Cynghori a chynorthwyo i adnabod beth sydd yn gymwys/ddim yn gymwys a nodi'r hyn sydd ar goll o'r wybodaeth a anfonir gan adrannau.
5. Cynnal cronfeydd a chofnodion data â llaw ac yn electronig o fuddiolwyr a chyflogwyr mewn perthynas â phrosiectau a ariennir yn Allanol yn unol â gweithdrefnau mewnol y Coleg.
6. Derbyn ac ymdrin â phost mewnol ac allanol a'i ailgyfeirio fel y bo angen.
7. Cynnal cofnodion cymorth y wladwriaeth
8. Cynnal a chynorthwyo i fonitro cyfraniadau ariannol gan gwmnïau.
9. Cysylltu â'r Rheolwyr Prosiect/Rheolwyr Maes Rhaglen ac aelodau perthnasol eraill o staff, myfyrwyr a chleientiaid allanol.
10. Datblygu a chynnal ystod eang o systemau ffeilio.
11. Trefnu a chofnodi cyfarfodydd.
12. Mynychu cyfarfodydd a digwyddiadau mewnol ac allanol fel sy'n ofynnol.
13. Unrhyw ddyletswyddau perthnasol eraill ar gais y Cyfarwyddwr Cyllid Cynorthwyol.
14. Sicrhau cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd o ddyletswyddau deilydd y swydd - Diogelu Data, Iechyd a Diogelwch.

MANYLEB Y PERSON

Nodweddion Hanfodol

1. Yn llythrennog mewn TGCh yn cynnwys systemau gweithredu Windows, MS Office 2013 yn cynnwys Excel a Word, e-bost ayyb.
2. Profiad o weinyddu mewn swyddfa, ffeilio cofnodion ayyb.
3. Sgiliau trefnu ardderchog.
4. Sgiliau cyfathrebu da, yn cynnwys sgiliau ffôn/llythyr a sgiliau rhyngpersonol da.
5. Y gallu i weithio'n annibynnol a chwblhau gwaith ar amser.
6. Yn gallu cyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg.
7. Cymhwyster Lefel 3/Lefel 'A' mewn maes perthnasol

Nodweddion Dymunol

1. Trosolwg Cyllid
2. Yn gallu teithio rhwng gwahanol safleoedd y Coleg.
3. Gwybodaeth am gyllid UE
4. Gradd neu cymhwyster Lefel Gradd

JOB DESCRIPTION



POST TITLE: EXTERNAL FUNDING – ADMINISTRATIVE ASSISTANT

STATUS: FULL-TIME, FIXED TERM TO 30.06.2023

GRADE: SCALE 3, £19,636 - £21,027 PER ANNUM

**LOCATION: EXTERNAL FUNDING UNIT –
LLANGFNI CAMPUSES**

LINE MANAGEMENT ACCOUNTABILITY TO

Assistant Director of Finance – Supervisory Senior Contracts Officer

MAIN DUTIES AND RESPONSIBILITIES

Focus on non-financial data supporting EU and External Funded projects and provide confidential administrative support.

1. Coordination and provision of administrative support in respect of all aspects of project activities undertaken by the External Funding Unit to include photocopying, document checking and collating, archiving etc.
2. Assist with Rural Development Plan, Ireland Wales Co-operation and other External funded projects record keeping in collating and checking documents to ensure completeness of information and assume responsibility for inputting data and maintenance of defined aspects of the projects.
3. Chase, update and maintain monitoring of project staff time sheets.
4. Providing guidance and assist on what is eligible/non-eligible and identifying what is missing from information provided by departments.
5. Maintenance of effective of manual and electronic beneficiary and employer databases and records in relation to External funded projects in line with internal College procedures.
6. Receive and deals with internal and external mail and redirects as necessary.
7. Maintenance of state aid records
8. Maintenance and assist in monitoring financial contributions from companies.
9. Liaison with Project Managers/Programme Area Managers and other relevant college staff, students and external clients.
10. Development and maintenance of a variety of filing systems.

11. Organise and minute meetings held.
12. Attend internal and external meetings and events as required.
13. Any other relevant administrative duties as requested by the Assistant Director of Finance.
14. Ensuring compliance with relevant legislation Data Protection, Health & Safety in all aspect of post holder's duties.

PERSON SPECIFICATION

Essential Attributes

1. IT literate including Windows operating systems, MS Office 2013 including Excel, Word, email etc.
2. Experience of office administration, filing records etc.
3. Excellent organisational skills.
4. Good communication including phone/letter etc. and interpersonal skills.
5. Ability to work at own initiative and to deadlines.
6. Able to communicate through the Medium of Welsh and English.
7. Relevant Level 3 / A Level qualification

Desirable Attributes

1. Finance overview.
2. Ability to travel between college sites
3. Knowledge of EU funding
4. Degree or Degree Level qualification