

# Swydd Ddisgrifiad



<b>Cyfadran/Adran</b>	Cyllid
<b>Gradd</b>	Man 2
<b>Teitl y Swydd</b>	Pennaeth Cyllid
<b>Rhif y Swydd</b>	
<b>Yn atebol i</b>	Cyfarwyddwr Gweithredol Cyllid

## Diben y Swydd

Bydd deiliad y swydd yn cefnogi'r Cyfarwyddwr Gweithredol Cyllid drwy ddarparu'r llwyfan i alluogi cyflawni strategaeth ariannol a chynllun corfforaethol Y Grŵp.

Byddant yn darparu arweinyddiaeth strategol ar gyfer portffolio o weithgaredd cyllid gan gynnwys cydlynu proses gyllidebu flynyddol y Brifysgol, goruchwylio'r cylch adrodd misol a pharatoi rhagolygon ariannol ar gyfer Bwrdd y Llywodraethwyr a chyrrff allanol.

Byddant yn darparu arweinyddiaeth, cyfeiriad a rheolaeth i dîm o staff i ddarparu gwasanaeth cyllid o ansawdd uchel sy'n canolbwyntio ar y cwsmer.

## Prif Atebolrwydd

1. Arwain yr adran Gyfrifeg gan sicrhau bod cyfrifon rheolaethol ac ariannol cwir ar gael yn amserol i Grŵp Glyndŵr.
2. Arwain a rheoli tîm, gan sicrhau bod ganddynt y sgiliau cywir a chyflwyno gwasanaeth effeithiol ac effeithlon.
3. Adolygu a dadansoddi gwybodaeth am berfformiad busnes ac ystadegau yn weithredol er mwyn sicrhau bod camau'n cael eu nodi i sicrhau bod cynlluniau strategol yn cael eu cyflawni.
4. Adolygu'r pecyn gwybodaeth cyfrifon rheoli misol yn barhaus gan sicrhau ei fod yn bodloni anghenion ei gynulleidfa amrywiol ac yn rhoi newidiadau y cytunwyd arnynt ar waith yn brydlon.
5. Datblygu perthynas dibynadwy gyda rhanddeiliaid mewnol ac allanol drwy

gyfathrebu rheolaidd gyda deilwyr cyllidebau er mwyn sicrhau bod perfformiad ariannol y Grŵp a'i rannau cyfansoddol wedi'u deall yn llawn gan yr unigolion sy'n gyfrifol am eu cyflwyno.

6. Sicrhau bod yr holl ofynion deddfwriaethol yn cael eu bodloni mewn perthynas â phob gwedd ar ganllawiau, rheolau cyfrifyddu a chyfraith cwmni, a chynghori a llywio arweinyddiaeth Grŵp Glyndŵr o newidiadau a goblygiadau newidiadau i ddeddfwriaeth. Bydd hyn yn cynnwys rheolau a rheoliadau gan CCAUC a chyrrff ariannu eraill, CThEM, Tŷ'r Cwmnïau, Adrannau'r Llywodraeth, Darparwyr Pensiwn a rhanddeiliaid eraill sy'n dylanwadu ar Gyllid y Grŵp
7. Datblygu a chynnal diwylliant o wella parhaus, gan ganolbwyntio ar ffyrdd effeithlon o weithio ar gyfer prosesau cyfredol a newydd
8. Paratoi Datganiadau Ariannol blynyddol y Grŵp cyfunol statudol a thrwy gysylltu ag Archwilwyr Allanol, sicrhau bod rheolaethau ar waith a bod cyfrifon yn cael eu cysoni er mwyn ymgymryd ag archwiliad glân bob blwyddyn.
9. Yn gyfrifol am baratoi elfen rhagolwg ariannol Cynllun Strategol Glyndŵr i'w ystyried gan Gyngor Cyllid Addysg Uwch Cymru (CCAUC). Mae hyn yn cynnwys dehongli penderfyniadau cyfarwyddwyr ac uwch reolwyr eraill er mwyn sicrhau bod y rhagolygon yn alinio'n llwyr â chynlluniau'r Grŵp ac yn eu cynrychioli
10. Yn gyfrifol am gynhyrchiad Agwedd Dryloyw i Adolygu Costau (TRAC), Asiantaeth Ystadegau Addysg Uwch (HESA) ac enillion cenedlaethol eraill ar gyfer Glyndŵr, gan gynnwys cydlynu, paratoi a chynhyrchu data allweddol, gan sicrhau bod y Brifysgol yn cydymffurfio â safonau deddfwriaethol yn ôl gofyn CCAUC ac asiantaethau eraill
11. Cynhyrchu a datblygu'r model ariannol, gan ei wella'n barhaus, a sicrhau ei fod yn bodloni anghenion gweithgareddau a mentrau newydd o fewn Glyndŵr.
12. Rheoli, hyfforddi a datblygu eich tîm. Cynnig arweiniad a phennu cyfeiriad mewn perthynas â phob mater sy'n ymwneud â gweithrediad gwasanaeth cyfrifeg sydd wedi'i integreiddio'n llawn, er mwyn sicrhau bod y gwasanaeth a chyngor priodol yn cael ei gyflwyno'n effeithiol. Sicrhau bod y staff Cyllid yn cael cyfle i ddatblygu eu sgiliau a phrofiad a'u bod yn gallu cael hyfforddiant o'r fath fel sy'n gyson â'r datblygiad hwnnw.
13. Cefnogi'r Rheolwr Datblygu Systemau neu ddatblygiadau System Gyllid gan gynnwys cynnal a chadw paramedr system a defnyddiwr, diweddariadau meddalwedd, adrodd am unrhyw ddatblygiadau a goruchwylio'r rhyngwynebau rhwng cymesuredd a systemau eraill. Monitro darpariaeth gwasanaeth a datblygu gweithdrefnau newydd, yn ôl yr angen, i fodloni anghenion newidiol y sefydliad.

14. Byddwch yn ymgysylltu ag aelodau o Grŵp Rheoli Gweithredol y Brifysgol a Bwrdd yr Is-ganghellor er mwyn cydweithio i gefnogi'r Brifysgol i gyflawni ei hamcanion.
15. Fel rhan o dîm arwain yr Adran Gyllid, sicrha bod y safonau uchaf o gywirdeb sector cyhoeddus yn cael ei gynnal drwy'r adeg, a bod gwerthoedd y Brifysgol yn ffurfio sail i'r diwylliant adrannol
16. Dirprwyo ar gyfer y Cyfarwyddwr Gweithredol Cyllid fel sy'n briodol, gan gynnwys bod yn bresennol a chynnig cyngor ac arweiniad ariannol i bwyllgorau mewnol a gweithgorau prosiect yn Glyndŵr a bod yn bresennol mewn digwyddiadau HESA a BUFDG allanol yn ôl y gofyn.
17. Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â gradd y swydd yn ôl cyfarwyddyd rheolwr llinell deiliad y swydd.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn, ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhoi argraff, ac nid yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu darparu cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

# Manyleb Person



**Teitl y Swydd:**

Pennaeth Cyllid

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosib. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

## Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1 Lefel uchel o allu TGCh (Microsoft Office, systemau ariannol a rhaglenni digidol)	Ff/C	H
		1.2 Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar	Ff/C	H
		1.3 Sgiliau cyflwyno a'r gallu i gadeirio gweithgorau	Ff/C	H
		1.4 Sgiliau rhyngpersonol, dylanwadu a chreu cysylltiadau cryf	Ff/C	H
		1.5 Sgiliau rheoli prosiectau	Ff/C	H
		1.6 Yn gallu blaenoriaethu llwythi gwaith a gweithio'n dda dan bwysau i fodloni terfynau amser	Ff/C	H
		1.7 Y gallu i ddadansoddi, dehongli a chyflwyno data cymhleth	Ff/C	H
		1.8 Beirniadaeth gadarn, a'r gallu i asesu a lliniaru risg a datrys problemau	Ff/C	H
		1.9 Y gallu i feddwl ar lefel strategol yn ogystal ag yn weithrediadol	Ff/C	H

		1.10	Yn meddu ar ddiplomyddiaeth gyda lefel uchel o ddeallusrwydd emosiynol	Ff/C	H
		1.11	Ymrwymiad i gyflwyno a hyrwyddo cydraddoldeb, amrywiaeth a chynwysoldeb	Ff/C	H
		1.12	Gweithio'n rhagweithiol ac yn gefnogol mewn amgylchedd tîm	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad sylweddol ar ôl cymhwyso ar lefel uwch rheoli, yn gweithio mewn adran gyllid mewn sefydliad mawr a chymhleth	Ff/C	H
		2.2	Profiad ymarferol o systemau ariannol a Microsoft Office	Ff/C	H
		2.3	Profiad o Ddylunio a gwella prosesau a rheoliadau ariannol yn barhaus	Ff/C	H
		2.4	Gwybodaeth ddiweddar am safonau cyfrifeg, gan gynnwys FRS102	Ff/C	H
		2.5	Profiad o weithio mewn AU	Ff/C	D
3	Addysg a Hyfforddiant	3.1	Cyfrifydd CCAB Cymwys	T	H
		3.2	Gradd neu gymhwyster cyfwerth	T	D
		3.3	Cymwysterau neu hyfforddiant bellach perthnasol e.e. MBA, Rheoli Prosiect	T	D
		3.4	Tystiolaeth o ddatblygiad proffesiynol parhaus, gan gynnwys gwybodaeth ddiweddar o ddeddfwriaeth ac arfer cyllid da.	C	H
4	Profiad Perthnasol	4.1	Profiad o baratoi cyfrifon blynyddol, cyllidebau, rhagolygon a datganiadau.	Ff/C	H
		4.2	Profiad sylweddol o gynnig cyngor busnes strategol a gweithredol i reolwyr nad ydynt yn ymwneud â chyllid.	Ff/C	H
		4.3	Arwain, rheoli ac ysgogi tîm amlddisgyblaethol	Ff/C	H
		4.4	Profiad o ddiwydrwydd dyladwy prosiect a rheolaeth ariannol prosiect	Ff/C	H

5	Gofynion Arbennig	5.1	Yn gallu teithio o un Campws i'r llall a mynychu cyfarfodydd / digwyddiadau allanol	C	H
		5.2	Yn gallu cyfathrebu drwy gyfrwng y Gymraeg	Ff/C	D
<b>Dyddiad Adolygu</b>			Gorffennaf 2022		

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

# Job Description



<b>Faculty/Department</b>	Finance
<b>Grade</b>	Man 2
<b>Job Title</b>	Head of Finance
<b>Vacancy No</b>	
<b>Reports To</b>	Executive Director of Finance

## Purpose of the post

The post holder will support the Executive Director of Finance by providing the platform to enable the delivery of the Group financial strategy and corporate plan.

They will provide strategic leadership for a portfolio of finance activities including the co-ordination of the University's annual budgeting process, the oversight of the monthly reporting cycle and the preparation of financial forecasts for the Board of Governors and external bodies.

They will provide leadership, direction and management to a team of staff to deliver a high quality, customer focused finance service.

## Principal Accountabilities

1. Lead the Accounting function ensuring accurate and timely financial and management accounting are available for Glyndwr Group.
2. Lead and manage a team, ensuring they have the right skills and deliver an effective and efficient service.
3. Actively review and analyse business performance information and statistics in order to ensure that actions are identified to ensure strategic plans are delivered.
4. Continually review the monthly management accounts pack of information ensuring it meets the needs of its varied audience and promptly implement agreed changes.
5. Develop trusted relationships with internal and external stakeholders

through regular communication with budget holders to ensure the financial performance of the Group and its constituent parts are fully understood by those responsible for delivery.

6. Ensure that all legislative requirements are met with regard to all aspects of company law, accounting rules and guidelines and advise and inform the leadership of the Glyndwr Group of changes and implications of changes to legislation. This will include rules and regulations from HEFCW and other funding bodies, HMRC, Companies House, Government Departments, Pension Providers and other stakeholders who influence the Finances of the Group
7. Develop and maintain a continuous improvement culture, focusing on efficient ways of working for both current and new processes
8. Preparation of annual statutory consolidated Group Financial Statements and through liaison with External Auditors ensure controls are in place and accounts are reconciled to deliver a clean audit each year.
9. Responsible for the preparation of the financial forecast element of the Strategic Plan for Glyndŵr for consideration by Higher Education Funding Council for Wales (HEFCW). This includes interpretation of decisions made by directors and other senior managers to ensure the forecast fully aligns with and represents the plans for the Group
10. Responsible for the production of Higher Education Statistics Agency (HESA), Transparent Approach to Costing Review (TRAC) and other national returns for Glyndŵr, including the coordination, preparation and production of key data, ensuring the University complies with the legislative standards as required by HEFCW and other agencies
11. Production, development and continuous improvement of the financial model ensuring that it meets the needs of new initiatives and activities within Glyndŵr.
12. Management, training and development of your team. Provide leadership and determine direction in all matters relating to the operation of a fully integrated accountancy service to ensure that the appropriate advice and service is effectively delivered. Ensure the Finance staff are offered the opportunity to develop their skills and experience and that they are able to receive such training as is consistent with that development.
13. Support the Systems Development Manager on Finance System developments including user and system parameter maintenance, software upgrades, reporting developments and oversee the interfaces between symmetry and other systems. Monitor service provision and develop new procedures, where required, to meet the changing needs of the organisation.



14. You will engage with members of the University's Operational Management Group and Vice-Chancellors Board to work collaboratively to support the achievement of the University's objectives.
15. As part of the Finance Department leadership team ensure that the highest standards of public sector probity is constantly observed and the University values form the basis of the departmental culture
16. Deputise for the Executive Director of Finance as appropriate including attendance and provision of financial advice and guidance to standing internal committees and project working groups at Glyndŵr and externally attendance at BUFDG and HESA events as and when requested.
17. Carry out any other duties commensurate with the grading of the post as may be directed by the post holder's line manager.

## **General Duties**

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

# Person Specification

**Job Title:** Head of Finance

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria				
Attributes	Item	Relevant Criteria	Identification Method	Rank
1 Skills & Abilities	1.1	High level ICT competency (Microsoft Office, finance systems and digital applications)	A/I	E
	1.2	Excellent written and verbal communication skills	A/I	E
	1.3	Presentation skills and ability to chair working groups	A/I	E
	1.4	Strong interpersonal, influencing and relationship building skills	A/I	E
	1.5	Project management skills	A/I	E
	1.6	Able to prioritise workloads and work under pressure to meet deadlines	A/I	E
	1.7	Able to analyse, interpret and present complex data	A/I	E
	1.8	Sound judgement, able to assess and mitigate risk and solve problems	A/I	E
	1.9	Ability to think at a strategic level as well as operationally	A/I	E
	1.10	Diplomacy and tact with a high level of emotional intelligence	A/I	E
	1.11	Commitment to deliver and promote equality, diversity and inclusion	A/I	E
	1.12	Working proactively and supportively in a team environment	A/I	E

2	General & Specialist Knowledge	2.1	Substantial post-qualification experience at a senior management level working in a finance department in large, complex organisations	A/I	E
		2.2	Practical experience of financial systems and Microsoft Office	A/I	E
		2.3	Experience of Designing and continuously improving processes and financial controls	A/I	E
		2.4	Up to date knowledge of accounting standards including FRS102	A/I	E
		2.5	Experience of working in HE	A/I	D
3	Education & Training	3.1	CCAB Qualified Accountant	C	E
		3.2	Degree or equivalent qualification	C	D
		3.3	Further relevant training or qualifications e.g. MBA, Project Management	C	D
		3.4	Evidence of continuous professional development , including up to date knowledge of legislation and good finance practice	I	E
4	Relevant Experience	4.1	Experience in the preparation of annual accounts, budgets, forecasts and statements.	A/I	E
		4.2	Substantial experience of providing strategic and operational business advice to non-financial managers.	A/I	E
		4.3	Leading, managing and motivating a multi-disciplinary team	A/I	E
		4.4	Experience of project due diligence and project financial control	A/I	E
5	Special Requirements	5.1	Able to travel across Campuses and attend external events / meetings	I	E
		5.2	The ability to communicate through the medium of Welsh	A/I	D
<b>Date of Revision</b>		July 2022			

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable