

Come and join the team!

ROLE TITLE: MonLife Finance and Resources Manager

An exciting opportunity has arisen in MonLife for a passionate, committed financial expert to join the team. MonLife launched in 2019. It is a dynamic area to work in and delivers wellbeing Services across leisure, youth and community, outdoor adventures, green infrastructure and countryside, destination management, heritage, and active travel. Our ethos is enriching people's lives through participation, activity and contributing to building strong, vibrant places and communities in Monmouthshire.

The MonLife Finance and Resources Manager is a key role and works collaboratively with the MonLife Chief Operating Officer and other senior managers to deliver our vision and strategic ambition. Are you ready to take on a new challenge? If you have the drive, commitment and an excellent financial pedigree we are looking to appoint to this role following the retirement of the current postholder.

POST ID: MONLIFE01

LOCATION: County Hall, Usk

GRADE: BAND L SCP43 – SCP 47 £46,845 to £50,850

HOURS: 37 Per Week

CLOSING DATE: 5pm on 6th January 2022

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: MonLife Finance and Resources Manager
PERMANENT:

POST ID: **MONLIFE01**

GRADE: BAND L SCP 43 – SCP47 £46,845 to £50,850

HOURS: 37 Per Week

WORK PATTERN: Flexible Monday to Friday.

LOCATION: County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:
No DBS Required for this post

RESPONSIBLE TO: MonLife Chief Operating Officer

WELSH LANGUAGE ASSESSMENT:
Welsh language skills are desirable;

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

MonLife.....Who are we?

MonLife is a part of Monmouthshire County Council and delivers leisure, youth and community, outdoor adventures, green infrastructure and countryside, tourism, destination management, arts, museums, attractions, and active travel. Its aim is to enrich people's lives through participation and activity and building strong and vibrant places and communities in Monmouthshire.

The Purpose of this Role:

Ensure the overall effective Financial management and reporting for MonLife and lead on Financial and business planning and strategic growth.

Expectation and Outcomes of this Role:-

Undertaking the strategic and functional lead for finance and resources across MonLife with the authority to drive forward business and operational excellence.

Your responsibilities are:

Strategic Leadership

To support the Chief Operating Officer to develop strong and effective working relationships within the Council, the community, and other organisations where such links are of benefit to the aims and goals of MonLife.

Work with the Chief Operating Officer, Departmental Managers and Cabinet Members for the MonLife Portfolio to ensure effective leadership and direction for MonLife.

Prepare and present reports to the Cabinet Member for MonLife Portfolio on policy and strategic issues, risk management, performance and financial matters.

Develop and maintain MonLife's overall Business Plan; to continually develop and maintain MonLife's Commercial and Investment Strategy and to maintain the overall risk register for the service.

Communicate the vision and organisational development strategy, ambition and operational priorities of MonLife Council and the customers and service users.

Promote, monitor and maintain positive staff relations and ensure the well-being and safeguarding priorities throughout MonLife.

Monitor, review and evaluate own performance against MonLife's and Council's overarching business goals.

Ensure clarity around priorities and goals for the entire functional area and as a strategic leader

Working across MonLife and the Council with peers to ensure collaboration for shared goals

Financial Management

To deliver quality services to the customers of MonLife through proficient excellent management.

Ensure the accurate and timely preparation of management accounts

To be responsible for the preparation of appropriate financial reports for MonLife to the Cabinet Member for MonLife Portfolio Holder and Council Meetings, as and when required.

Be fully conversant with new initiatives, new legislation and modern thinking in all matters relating to the financial management of MonLife to advise the Chief Operating Officer, and Council accordingly.

Support the Departmental Management Team and plan and prepare financial management documents, including financial plans, budgets and forecasts.

To act as liaison with Internal audit, to ensure that all audit recommendations are adhered to within MonLife.

Maximise income for MonLife and be commercially aware to increase income pipelines and generate new sources of funding.

Plan implement and develop the finance operating procedures for MonLife adhering to procurement and Financial regulations.

Lead and initiate liaison with auditors, business advisers and funding partners.

Develop the data and performance information systems to provide business intelligence and management information upon which to base forward business planning.

Team Leadership

To direct, lead and motivate staff, ensuring that they receive the information, training and support they need to provide a high-quality service and act as a role model for MCC and MonLife values, behaviours and culture. To;

- Oversee day-to day operations delegating as appropriate
- Create an inspiring team environment with open communication culture
- Agree clear team goals
- Inspire and motivate through good practice continuous performance feedback
- Discuss development needs and implement support through available methods and resources.
- Listen to team members' feedback and resolve any issues and conflicts.
- Ensure that appropriate health and safety procedures and safeguarding systems are in place
- Be aware that Safeguarding and Child and Adult Protection are key priorities for the Council.
- In support of our values demonstrate kindness, caring, respect and act with integrity and promote culture of trust.
- Take personal responsibility and require team and individual behaviours to reflect this.
- Take collective ownership and responsibility for providing a safe and excellent service.
- Work within the Health and Safety and Wellbeing Policies of MCC.
- Address areas of concern where identified and in area of control and where not possible escalate as appropriate under relevant policies including whistleblowing

Here's what we can provide you with:

We can offer a culture that promotes collaborative team working and fosters close links with our partners. A motivated and enthusiastic service driven to achieve the best results for the Council and its local communities. Digital tools appropriate to the post, and the ability to work agilely, in line with the needs of the service.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience at senior financial level within a customer driven environment. (A&I) • Significant experience in management and control of a multi-million turnover operation. (A&I) • Proven experience in direct management and supervision of a finance team (A&I). • Proven experience of budget preparation, setting and monitoring and financial forecasting. (A&I) • Proven experience of preparing and presenting financial and management (I & P) accounts, reports and data. • Experience of liaising with auditors, business advisers and Council members or members of a Board. (A&I) 	Both private and public sector experience at senior level (A&I)
Education & Qualifications	<ul style="list-style-type: none"> • Qualified accountant to at least CIMA, ACCA, ACA or CIPFA level. (A) 	Post graduate management qualification (A)
Knowledge, Skills & Competencies	<ul style="list-style-type: none"> • Good working knowledge of current accounting software systems. (I) • Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock (I) • Hold a strong customer focus and commitment to delivering high quality services. (I). • Ability to engage with a wide variety of individuals, co-workers, stakeholders, service departments, the community, government and businesses (I). • Excellent communication and interpersonal skills with ability to 	

communicate clearly and differentiate communication to different audiences (A, P&I).
 •Ability to develop business cases, assessing the benefits to the working practices of teams as well as financial aspects (I).
 •Ability to deal effectively with ambiguity and prioritise and manage own workload (I).
 •Ability to produce well-structured target and commercial operational change programmes to improve customer experience and increase income (I).

Personal Attributes

•Evidence of continuing professional development. (A&I)
 •Commitment to Safeguarding policy and procedures. including undertaking appropriate safeguarding training. (I)
 •Commitment to equal opportunities policy, including undertaking appropriate equality awareness training (I).

Other

•Able to be independently mobile within a geographical area

 •Attend meetings at varying locations during and outside of usual working hours.

Welsh Language Skills (A&I)

(In the event of applications process) A = Application form (including shortlisting)
 P=Presentation I = Interview

The job profile is an outline only and may vary from time to time without changing the character or level of responsibility. All duties and responsibilities should be carried out in accordance with agreed policy and procedures such as Health and Safety, Equal Opportunities, Welsh Language, Risk Management, Data Protection, Financial Regulations and Safeguarding.

**Should you require any further information regarding this post, please contact:
 Ian Saunders: MonLife Chief Operating Officer 07876545793**

**Closing Date: 5pm on 6th January 2022
 (Interviews likely to take place 19th/20th January)**

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

TEITL Y RÔL: Rheolwr Cyllid ac Adnoddau MonLife

COPI AR GYFER YR HYSBYSEB:

Mae cyfle cyffrous i arbenigwr ariannol angerddol ac ymroddedig i ymuno gyda thîm MonLife. Lanswyd MonLife yn 2019. Mae'n faes deinamig i weithio ynddo ac yn darparu Gwasanaethau Llesiant at draws hamdden, ieuenctid a chymunedau, anturiaethau awyr agored, seilwaith gwyrdd, rheoli cyrchfannau, treftadaeth a theithio llesol. Ein hethos yw ymgyfoethogi bywydau drwy gyfranogiad, gweithgarwch a chyfrannu at adeiladu llefydd a chymunedau cryf, hyfyw yn Sir Fynwy.

Mae Rheolwr Cyllid ac Adnoddau MonLife yn rôl allweddol ac yn gweithio ar y cyd gyda Phrif Swyddog Gweithredu MonLife ac uwch-reolwyr eraill er mwyn gwireddu ein gweledigaeth a'n uchelgais strategol. A ydych yn barod am her newydd? Os oes gennych yr egni, yr ymroddiad a sgiliau ariannol ardderchog, yna rydym am apwyntio unigolyn i'r swydd hon am fod y deiliad swydd presennol yn ymddeol.

RHIF ADNABOD Y SWYDD: MONLIFE01

LLEOLIAD: Neuadd y Sir, Brynbuga

GRADD: BAND L SCP43 – SCP 47 £46,845 - £50,850

ORIAU: 37 yr wythnos

DYDDIAD CAU: 5pm ar 6fed Ionawr 2022

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth



- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.



PROFFIL Y RÔL

TEITL Y RÔL: Rheolwr Cyllid ac Adnoddau MonLife
PARHAOL

RHIF ADNABOD Y SWYDD: ML02

GRADD: BAND L SCP 43 – SCP47 £46,845 - £50,850

ORIAU: 37 yr wythnos

PATRWM GWAITH Hyblyg – Dydd Llun i Ddydd Gwener

LLEOLIAD: Neuadd y Sir, Brynbuga ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

YN ATEBOL I: Prif Swyddog Gweithredu MonLife

ASESIAD O'R GYMRAEG:

(b) Sgiliau yn y Gymraeg yn ddymunol

MonLife.....Pwy ydym ni?

Mae MonLife yn rhan o Gyngor Sir Fynwy ac mae'n darparu gwasanaethau hamdden, ieuencid a chymunedol, antur awyr agored, seilwaith gwyrdd a chefn gwlad, twristiaeth, rheoli cyrchfannau, celfyddydau, amgueddfeydd, atyniadau a theithio llesol. Ei nod yw cefnogi bywydau pobl drwy gyfranogiad a gweithgaredd. Adeiladu lleoedd a chymunedau cryf a hyfyw yn Sir Fynwy.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Pwrpas y Rôl hon:

Yn sicrhau rheolaeth Ariannol effeithiol cyffredinol ac yn adrodd ar gyfer MonLife ac yn arwain ar faterion Ariannol a chynllunio busnes a thwf strategol.

Disgwyliadau a Chanlyniadau'r Rôl:-

Yn arwain yn strategol a'n swyddogaethol ar gyfer cyllid ac adnoddau ar draws MonLife gyda'r awdurdod i yrru'r busnes yn ei flaen a sicrhau ardderchogrwydd gweithredol.

Eich cyfrifoldebau yw:

Arweinyddiaeth Strategol

Cefnogi'r Prif Swyddog Gweithredol i ddatblygu perthnasoedd gwaith cryf ac effeithiol o fewn y Cyngor, y gymuned a sefydliadau eraill lle mae cysylltiadau o'r fath o fudd i nodau a nodau MonLife.

Gweithio gyda'r Prif Swyddog Gweithredol, Rheolwyr Adrannol ac Aelodau Cabinet Portffolio MonLife i sicrhau arweinyddiaeth a chyfeiriad effeithiol i MonLife.

Paratoi a chyflwyno adroddiadau i Aelod Cabinet Portffolio MonLife ar faterion polisi a strategol, rheoli risg, perfformiad a materion ariannol.

Datblygu a chynnal Cynllun Busnes cyffredinol MonLife; datblygu a chynnal Strategaeth Fasnachol a Buddsoddi MonLife yn barhaus a chynnal y gofrestr risg gyffredinol ar gyfer y gwasanaeth.

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Cyfleu gweledigaeth a strategaeth datblygu sefydliadol, uchelgais a blaenoriaethau gweithredol Cyngor MonLife a'r cwsmeriaid a defnyddwyr gwasanaeth.

Hyrwyddo, monitro a chynnal cysylltiadau staff cadarnhaol a sicrhau'r blaenoriaethau lles a diogelu ledled MonLife.

Monitro, adolygu a gwerthuso eich perfformiad eich hun yn erbyn nodau busnes troswaol MonLife a'r Cyngor.

Sicrhau eglurder ynghylch blaenoriaethau a nodau ar gyfer yr holl faes swyddogaethol ac fel arweinydd strategol

Gweithio ar draws MonLife a'r Cyngor gyda chyfoedion i sicrhau cydweithredu ar gyfer nodau a rennir

Rheolaeth Ariannol

Cyflwyno gwasanaethau o safon i gwsmeriaid MonLife trwy reolaeth ragorol hyfedr.

Sicrhau bod cyfrifon rheoli yn cael eu paratoi'n gywir ac yn amserol

Bod yn gyfrifol am baratoi adroddiadau ariannol priodol ar gyfer MonLife i Aelod Cabinet Deiliad Portffolio MonLife a Chyfarfodydd y Cyngor, yn ôl yr angen.

Bod yn gwbl gyfarwydd â mentrau newydd, deddfwriaeth newydd a meddwl modern ym mhob mater sy'n ymwneud â rheolaeth ariannol MonLife i gynghori'r Prif Swyddog Gweithredol, a'r Cyngor yn unol â hynny.

Cefnogi'r Tîm Rheoli Adrannol a chynllunio a pharatoi dogfennau rheoli ariannol, gan gynnwys cynlluniau ariannol, cyllidebau a rhagolygon.

Gweithredu fel cyswllt ag Archwiliad Mewnol, er mwyn sicrhau y cedwir at bob argymhelliad archwilio yn MonLife.

Gwneud y mwyaf o incwm i MonLife a bod yn ymwybodol yn fasnachol i gynyddu piblinellau incwm a chynhyrchu ffynonellau cyllid newydd.

Cynllunio gweithredu a datblygu'r gweithdrefnau gweithredu cyllid ar gyfer Monlife gan gadw at reoliadau caffael ac Ariannol.

Arwain a chychwyn cyswllt ag archwilwyr, cynghorwyr busnes a phartneriaid cyllido.

Datblygu'r systemau gwybodaeth data a pherfformiad i ddarparu gwybodaeth fusnes a gwybodaeth reoli i seilio cynllunio busnes arnynt.

Arweinyddiaeth Tîm

Cyfarwyddo, arwain ac ysgogi staff, gan sicrhau eu bod yn derbyn y wybodaeth, yr hyfforddiant a'r gefnogaeth sydd eu hangen arnynt i ddarparu gwasanaeth o ansawdd uchel a gweithredu fel model rôl ar gyfer gwerthoedd, ymddygiadau a diwylliant MCC a MonLife. I;

- Goruchwylio gweithrediadau o ddydd i ddydd fel sy'n briodol
- Creu amgylchedd tîm ysbrydoledig gyda diwylliant cyfathrebu agored
- Cytuno ar nodau tîm clir
- Ysbrydoli a chymhell trwy adborth perfformiad parhaus arfer da
- Trafod anghenion datblygu a gweithredu cefnogaeth trwy'r dulliau a'r adnoddau sydd ar gael.
- Gwrando ar adborth aelodau tîm a datrys unrhyw faterion a gwrthdaro.
- Sicrhau bod gweithdrefnau iechyd a diogelwch priodol a systemau diogelu ar waith
- Byddwch yn ymwybodol bod Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor.
- I gefnogi ein gwerthoedd dangos caredigrwydd, gofalu, parchu a gweithredu gyda gonestrwydd a hyrwyddo diwylliant o ymddiriedaeth.
- Cymryd cyfrifoldeb personol a mynnu bod ymddygiadau tîm ac unigolion yn adlewyrchu hyn.
- Cymryd perchnogaeth a chyfrifoldeb ar y cyd am ddarparu gwasanaeth diogel a rhagorol.
- Gweithio o fewn Polisiâu Iechyd a Diogelwch a Lles MCC.
- Mynd i'r afael â meysydd pryder lle y'u nodwyd ac mewn maes rheoli a lle nad yw'n bosibl cynyddu fel sy'n briodol o dan bolisiau perthnasol gan gynnwys chwythu'r chwiban

Dyma'r hyn y gallwn ei ddarparu i chi:

Gallwn gynnig diwylliant sy'n hyrwyddo cydweithio tîm ac yn meithrin cysylltiadau agos gyda'n partneriaid. Gwasanaeth cymhellant uchel a brwdfrydig a yrrir i gyflawni'r canlyniadau gorau ar gyfer y Cyngor a'i gymunedau lleol. Dulliau digidol addas i'r swydd, a'r gallu i weithio'n ystwyth, yn unol ag anghenion y gwasanaeth.

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.

Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

	Hanfodol	Dymunol
Profiad	<ul style="list-style-type: none">• Profiad sylweddol ar lefel ariannol uwch o fewn awyrgylch sydd yn ffocysu ar y cwsmer. (FfG/C)• Profiad sylweddol yn rheoli busnes/gwasanaeth sydd â throsiant gwerth miliynau. (FfG/C)• Profiad amlwg o reoli'n uniongyrchol a goruchwylio tîm cyllid. (FfG/C)• Profiad amlwg o baratoi cyllidebau, rhagolygon a monitro a chynnig rhagolygon ariannol. (FfG/C)• Profiad amlwg o baratoi a chyflwyno cyfrifon rheoli ariannol (Incwm ac Elw), adroddiadau a data.• Profiad o gysylltu ag archwilyr, cynghorwyr busnes ac Aelodau Cabinet neu Aelodau'r Bwrdd. (FfG/C)	Profiad ar lefel uwch yn y sector cyhoeddus a phreifat (FfG/C)
Addysg a Chymwysterau	<ul style="list-style-type: none">• Cyfrifydd cymwys sydd o leiaf yn meddu ar gymwysterau lefel CIMA, ACCA, ACA neu CIPFA. (FfG/C)	Cymhwyster rheoli ôl-radd (C)
Gwybodaeth, Sgiliau a Chymwyseddau	<ul style="list-style-type: none">• Dealltwriaeth dda o systemau meddalwedd cyfrifeg. (C)• Dealltwriaeth o systemau rheoli ar gyfer yr holl swyddogaethau cyfrifeg gan gynnwys llyfrau prynu, llyfrau gwerthu, cyflogres, arian parod a bancio, llyfr enwol a stoc (C)• Yn ffocysu'n gryf ar y cwsmer ac yn ymrwymo i ddarparu gwasanaethau safon uchel. (C)• Y gallu i ymgysylltu gydag ystod eang o unigolion, cydweithwyr, budd-ddeiliaid, adrannau	

gwasanaeth, y gymuned, llywodraeth a busnesau (C).

- Sgiliau cyfathrebu a rhyngpersonol ardderchog a'r gallu i gyfathrebu yn eglur a chyfathrebu yn wahanol i gynulleidfaoedd gwahanol (FfG, C. Cy.).
- Y gallu i ddatblygu achosion busnes, asesu buddion arferion gwaith y timau a'r agweddau ariannol (C).
- Y gallu i ddelio'n effeithiol ag amynedd a blaenoriaethu eich wyth gwaith (C).
- Y gallu greu rhaglenni newid targed a gweithredol fasnachol sydd yn strwythuredig er mwyn gwella profiad y cwsmer a chynyddu'r incwm (C).

Rhinweddau Personol

- Tystiolaeth o ddatblygiad proffesiynol parhaus. (FfG/C)
- Ymrwymiad at bolisïau a gweithdrefnau Diogelu gan gynnwys cwblhau hyfforddiant Diogelu priodol. (C)
- Ymroddiad at bolisi cyfle cyfartal gan gynnwys cwblhau hyfforddiant cydraddoldeb priodol (C).

Arall

- Yn medru teithio'n annibynnol o fewn ardal ddaearyddol
- Yn mynychu cyfarfodydd mewn lleoliadau amrywiol yn ystod a thu hwnt i oriau gwaith arferol.

Sgiliau Iaith Gymraeg (FfG/C)

FfG = Ffurflen Gais (gan gynnwys llunio'r rhestr fer) Y = Ymarfer Cy=Cyflwyniad C = Cyfweiliad

Mae'r proffil rôl yma yn amlinellid o'r rôl yn unig, sydd yn medru amrywio o dro i dro heb newid lefel y cyfrifoldebau. Dylid ymgymryd â'r holl ddyletswyddau a'r cyfrifoldebau yn unol gyda'r polisïau a'r gweithdrefnau cytunedig fel lechyd a Diogelwch, Cyfle Cyfartal, Iaith Gymraeg, Rheoli Risg, Diogelu Data, Rheoliadau Cyllidol a Diogelu.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Ian Saunders: Prif Swyddog Gweithredu MonLife 07876545793

Dyddiad Cau: 5pm ar 6fed Ionawr 2022

(Cyfweiliadau yn debygol o gael eu cynnal ar 19eg/20fed Ionawr)

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.