

Come and join the team!

ADVERT

ROLE TITLE: Senior Auditor

ADVERT TEXT:

Inquisitive, analytical, got an eye for detail? You could become a valuable member of our team. As one of the Senior Auditors working within the Council's Internal Audit Team you will undertake audit reviews in line with the agreed audit plan. You will be making a valuable contribution in providing assurance to senior management on the adequacy and effectiveness of the internal control environment, governance and risk management arrangements across all functions of Monmouthshire Council.

POST ID: RAD05

LOCATION: Based at County Hall, Usk but with some home working and will also be expected to travel throughout the County on a regular basis; this base may change in the future if the service needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

GRADE: BAND G SCP 23 - 27 (£28,226 - £31,895)

HOURS: 37 Per Week

TEMPORARY: No

DBS CHECK: Yes - basic DBS check required

CLOSING DATE: 12 noon on 30th September 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 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: Senior Auditor
PERMANENT

POST ID: RAD05

GRADE: BAND G SCP 23 - 27 (£28,226 - £31,895)

HOURS: 37 Per Week

WORK PATTERN: Full time, Monday - Friday

LOCATION: Based at County Hall, Usk but with some home working and will also be expected to travel throughout the County on a regular basis; this base 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:

Appointment to this post is subject to the basic DBS check

RESPONSIBLE TO: Chief Internal Auditor

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.

Internal Audit Team.....Who are we?

Our Purpose:-

The Internal Audit Team is an independent and objective assurance activity designed to add value to the Council's operations. We are a small and supportive team of 6, headed up by the Chief Internal Auditor, who audit across all areas of the Council. Our aim is to provide assurance on the effectiveness of internal control, governance and risk management arrangements across the Council, ensure that Council assets are protected and value for money obtained. We need to remain objective and therefore include strengths and weaknesses identified from our work in reports to directorate managers and we support

them to develop an action plan to improve the overall control environment. We follow-up agreed recommendations to ensure that they are implemented successfully.

The Purpose of this Role:-

As a Senior Auditor working within the Council's Internal Audit Team you will undertake audit reviews in line with the agreed audit plan, either as part of a team or on an individual basis, covering all areas of the Council's activities. Assistance with special investigation audits will also be undertaken as required.

You will be making a valuable contribution in providing assurance to senior management on the adequacy and effectiveness of the internal control environment, governance and risk management arrangements across all functions of Monmouthshire Council.

On completing individual audit reviews you will conclude with an audit opinion on how well the service / system or establishment has demonstrated and evidenced its internal control environment is operating. Individual audit opinions are collated at the end of the year to contribute to the overall opinion provided by the Chief Internal Auditor in his annual report.

As part of the audit process you will make recommendations to operational managers or agree management actions on how they can improve their internal control environment and subsequently follow this up to verify implementation. This ultimately improves provision for users of Monmouthshire services.

Expectation and Outcomes of this Role:-

You will be expected to obtain sufficient evidence to demonstrate that adequate and effective controls are in place to safeguard the assets of the Council, by testing processes and relevant documentation against a predetermined programme. You will be able to identify any gaps in the control environment and produce a balanced report containing strengths, weaknesses, recommendations, an action plan and an audit opinion. The reports will need to be sent out to, and discussed with, operational managers on a timely basis.

You will manage your programme of audits to ensure that they are completed in line with the approved Audit Plan for the year. You will assist with the provision and development of a professional risk based Internal Audit Services in accordance with the Public Sector Internal Audit Standards. Support will be provided for you to complete your CPD on an annual basis and further develop your professional skills.

Your responsibilities are to:-

- Assist in carrying out the audit plan for the County Council under the supervision of the Audit Manager
- Undertake medium to high risk audit jobs in accordance with the annual audit plan
- Plan and design audit programmes to undertake a comprehensive review to deliver a supported opinion and prepare draft reports.
- Participate in fraud and other special investigations including liaison with the police, other local authorities or other bodies under the direction of Audit Management.

- Assist in providing professional and technical advice on a wide range of day-to-day financial and non-financial matters.
- Assist in the development of financial procedures and audit documentation to enhance the quality of work undertaken within the Authority.
- To support and supervise the work of Auditors on specific audits under the direction of Audit Management.

Technical Expertise

- Use all relevant audit testing and sampling techniques, including computer assisted techniques
- Produce quality timely reports for consideration by management.
- Provide financial and non-financial advice to clients.
- Liaise with other team members to resolve outstanding issues.
- Have a good understanding of the principles of internal audit and knowledge of the Publics Sector Internal Audit Statndards.

Customer Relations

- Liaise with managers within the Council to discuss the scope, findings and recommendations of audits with support from Audit Management
- Advise customers on good practice to ensure sound financial management within their areas of responsibility.
- Ensure customers are kept informed of progress of audit reviews by providing timely accurate information.
- Advise customers of existing policies and procedures.

Quality Control

- Advise Audit Management team of suggestions for improving the quality and performance of the internal audit service.
- Ensure all relevant control procedures are followed.
- Maintain accurate and complete evidence to support the findings of audit work.
- Carry out audits in line with instructions on job control records and in accordance with the Public Sector Internal Audit Standards.
- Other reasonable duties as requested.

Here's what we can provide you with:-

- Full support of experienced and qualified Chief Internal Auditor and colleagues in the Internal Audit Team.
- Time and financial support to CPD.
- A pleasant working environment with an ability and freedom to work on an agile basis.
- The opportunity to develop Welsh language skills

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.
- Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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:-

Requirements	Essential or Desirable	How Tested
<ul style="list-style-type: none"> • Candidates should be actively training for a CCAB or IIA qualification. 	E	Application Form
<ul style="list-style-type: none"> • You should be a current member of AAT (or equivalent) 	E	Application Form
<ul style="list-style-type: none"> • Be able to demonstrate a commitment to continued professional development. 	E	Application Form
<ul style="list-style-type: none"> • Minimum of 2 years relevant experience in an audit environment or extensive relevant experience in a financial environment. 	E	Application Form
<ul style="list-style-type: none"> • Public sector experience 	D	Application Form
<ul style="list-style-type: none"> • Be able to demonstrate a good understanding of the principles of internal audit and the Public Sector Internal Audit Standards (PSIAS). 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be able to demonstrate the ability to communicate accurately and effectively, both verbally and in writing, with all levels within the Authority, the local community and outside organisations. 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be able to demonstrate good planning and organisational skills, along with the ability to control work to meet deadlines. 	E	Application Form / Interview
<ul style="list-style-type: none"> • Have the ability to assess situations quickly and provide clear concise advice and guidance to customers or implement escalation procedures. 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be able to demonstrate an analytical approach to problem solving. 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be able to demonstrate an understanding of the impact internal audit can have on Monmouthshire's service delivery. 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be willing to work both as a team member and as an individual. 	D	Application Form
<ul style="list-style-type: none"> • Be able to demonstrate computer word-processing and spreadsheet skills along with an understanding of the principles of IT based systems and ability to adapt to new systems 	E	Application Form / Interview
<ul style="list-style-type: none"> • Be flexible to meet the demands of the post which may, exceptionally, involve out of hours working. 	E	Application Form

<ul style="list-style-type: none"> • Ideally, hold a full driving licence and have access to a vehicle. 	E	Application Form
<ul style="list-style-type: none"> • Be willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training. 	E	Application Form

- **Welsh Desirable.** – level 1

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the Council.

**Should you require any further information regarding this post, please contact:
Andrew Wathan, Chief Internal Auditor Tel: 07970 343010**

andrewwathan@monmouthshire.gov.uk

Closing Date: 12 Noon on 30th September 2022

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

TEITL Y SWYDD: Uwch Archwilydd

HYSBYSEB: Chwilfrydig, dadansoddol, llygad am fanylion? Gallech ddod yn aelod gwerthfawr o'n tîm. Fel un o'r Uwch Archwilydwr yn gweithio gyda thîm Archwilio Mewnol y Cyngor byddwch yn cynnal adolygiadau archwilio yn unol â'r cynllun archwilio a gytunwyd. Byddwch yn gwneud cyfraniad gwerthfawr i ddarparu sicrwydd i uwch reolwyr ar ddigonolrwydd ac effeithlonrwydd yr amgylchedd rheoli mewnol, llywodraethu a threfniadau rheoli risg ar draws pob swyddogaeth o Gyngor Sir Fynwy.

CYFEIRNOD SWYDD: RAD05

LLEOLIAD: Seiliedig yn Neuadd y Sir, Brynbuga ond gyda pheth gweithio gartref a disgwylir hefyd i chi deithio ledled y Sir ar sail reolaidd; gall y gweithle newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau adleoli neu darfu os yw hyn yn digwydd

GRADD: BAND G SCP 23 - 27 (£28,226 - £31,895)

ORIAU: 37 yr wythnos

DROS DRO\: Na

GWIRIAD DBS: Oes – mae angen gwiriad DBS sylfaenol

DYDDIAD CAU: 12 canol-dydd ar 30 Medi 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:-

- gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwmo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwmo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwmo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

PROFFIL Y SWYDD

TEITL SWYDD:	Uwch Archwilydd PARHAOL
CYFEIRNOD SWYDD:	RAD05
GRADD:	BAND G SCP 23 - 27 (£28,226 - £31,895)
ORIAU:	37 yr wythnos
PATRW M GWAITH:	Llawn-amser, Llun - Gwener
LLEOLIAD:	Neuadd y Sir, Brynbuga ond gyda gweithio gartref a disgwylir hefyd i chi deithio ledled y Sir ar sail reolaidd; gall y gweithle newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau adleoli neu darfu os yw hyn yn digwydd.

GWIRIAD GWASANAETH DATGELU A GWAHARDD:

Mae penodiad i'r swydd yn amodol ar wiriad DBS sylfaenol.

CYFRIFOL I: Prif Archwilydd Mewnol

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg 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 risg. 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.

Tîm Archwilio Mewnol ... Pwy ydym ni?

Ein Diben:-

Mae'r Tîm Archwilio Mewnol yn weithgaredd sicrwydd annibynnol a gwrthrychol a gynlluniwyd i ychwanegu gwerth i weithrediadau'r Cyngor. Rydym yn dîm bach a chefnogol o 6, dan arweiniad y Prif Archwilydd Mewnol, sy'n archwilio ar draws pob maes o'r Cyngor. Ein nod yw rhoi sicrwydd ar effeithlonrwydd trefniadau rheolaeth fewnol, llywodraethu a rheoli risg ar draws y Cyngor, sicrhau y caiff asedau'r Cyngor eu diogelu ac y sicrheir gwerth am arian. Mae angen i ni barhau'n wrthrychol ac felly

yn cynnwys cryfderau a gwendidau a ddynodwyd o'n gwaith i mewn adroddiadau i reolwyr cyfarwyddiaethau a rydym yn eu cefnogi i ddatblygu cynllun gweithredu i wella'r amgylchedd rheoli yn gyffredinol. Rydym yn dilyn lan ar argymhellion a gytunwyd i sicrhau y cânt eu gweithredu'n llwyddiannus.

Diben y Swydd:-

Fel Uwch Archwilydd yn gweithio o fewn Tîm Archwilio Mewnol y Cyngor byddwch yn cynnal adolygiadau archwilio yn unol gyda'r cynllun archwilio a gytunwyd, naill ai fel rhan o dîm neu ar sail unigol, yn cwmpasu pob maes o weithgareddau'r Cyngor. Byddir hefyd yn rhoi cymorth gydag archwiliadau ymchwilio arbennig fel sydd angen.

Byddwch yn gwneud cyfraniad gwerthfawr wrth roi sicrwydd i uwch reolwyr ar ddigonolrwydd ac effeithlonrwydd yr amgylchedd rheoli mewnol, llywodraethu a threfniadau rheoli risg ar draws pob swyddogaeth o Gyngor Sir Fynwy.

Pan orffennwch adolygiadau archwilio mewnol byddwch yn gorffen gyda barn archwilio ar ba mor dda mae'r gwasanaeth/system neu sefydliad wedi dangos a rhoi tystiolaeth fod ei amgylchedd rheoli mewnol yn gweithredu. Caiff barn archwiliadau unigol eu casglu ar ddiwedd y flwyddyn i gyfrannu at y farn gyffredinol a roddir gan y Prif Archwilydd Mewnol yn ei adroddiad blynyddol.

Fel rhan o'r broses archwilio byddwch yn gwneud argymhellion i reolwyr gweithredol neu'n cytuno ar gamau gweithredu rheoli ar sut y gallant wella eu hamgylchedd rheoli mewnol ac wedyn ddilyn hyn lan i wirio gweithredu. Mae hyn yn y pen draw yn gwella darpariaeth i ddefnyddwyr gwasanaethau Sir Fynwy.

Disgwyliad a Chanlyniadau'r Swydd:-

Disgwylir i chi gael digon o dystiolaeth i ddangos fod mesurau rheoli digonol ac effeithlon yn eu lle i ddiogelu asedau'r Cyngor drwy brofi prosesau a dogfennau perthnasol ar raglen a benderfynwyd ymlaen llaw. Gallwch ddynodi unrhyw fylchau yn yr amgylchedd rheoli a pharatoi adroddiad cytbwys yn cynnwys cryfderau, gwendidau, argymhellion, cynllun gweithredu a barn archwilio. Bydd angen i'r adroddiadau gael eu hanfon at, a'u trafod gyda, rheolwyr gweithredol yn amserol.

Byddwch yng ngofal eich rhaglen archwiliadau i sicrhau y cânt eu cwblhau yn unol gyda'r Cynllun Archwilio ar gyfer y flwyddyn. Byddwch yn cynorthwyo gyda darparu a datblygu Gwasanaethau Archwilio Mewnol proffesiynol seiliedig ar risg yn unol â Safonau Archwilio Mewnol y Sector Cyhoeddus. Rhoddir cefnogaeth i chi gwblhau eich Datblygiad Proffesiynol Parhaus ar sail flynyddol ac i ddatblygu eich sgiliau proffesiynol ymhellach.

Eich cyfrifoldebau yw:

- Cynorthwyo wrth gynnal y cynllun archwilio ar gyfer y Cyngor Sir dan oruchwyliaeth y Rheolwr Archwilio
- Cynnal swyddi archwilio risg canolig i uchel yn unol â'r cynllun archwilio blynyddol

- Cynllunio a dylunio rhaglenni archwilio i gynnal adolygiad cynhwysfawr i gyflwyno barn a gefnogir a pharatoi adroddiadau drafft
- Cymryd rhan mewn ymchwiliadau twyll ac ymchwiliadau arbennig eraill yn cynnwys cyswilt gyda'r heddlu, awdurdodau lleol eraill neu gyrff eraill dan gyfarwyddyd Rheolwyr Archwilio.
- Cynorthwyo wrth ddarparu cyngor proffesiynol a thechnegol ar ystod eang o faterion ariannol a materion eraill dydd i ddydd.
- Cefnogi a goruchwyllo gwaith Archwilwyr ar archwiliadau penodol dan gyfarwyddyd Rheolwyr Archwilio.

Arbenigedd Technegol

- Defnyddio holl dechnegau perthnasol profi a samplo archwilio, yn cynnwys technegau gyda chymorth cyfrifiadur
- Paratoi adroddiadau amserol i'w hystyried gan y rheolwyr
- Rhoi cyngor ariannol a chyngor arall i gleientiaid.
- Cydlynu gydag aelodau eraill i tîm i ddatrys materion sydd ar ôl.
- Bod â dealltwriaeth dda o egwyddorion archwilio mewnol a gwybodaeth o Safonau Archwilio Cyhoeddus y Sector Cyhoeddus.

Cysylltiadau â Chwsmeriaid

- Cydlynu gyda rheolwyr o fewn y Cyngor i drafod cwmpas, canfyddiadau ac argymhellion archwiliadau gyda chefnogaeth Rheolwyr Archwilio.
- Cynghori cwsmeriaid ar arfer da i sicrhau rheolaeth ariannol gadarn o fewn eu meysydd cyfrifoldeb.
- Sicrhau y caiff cwsmeriaid eu hysbysu am gynnydd adolygiadau archwilio drwy ddarparu gwybodaeth amserol a chywir.
- Hysbysu cwsmeriaid am bolisiâu a gweithdrefnau presennol.

Rheoli Ansawdd

- Cynghori'r tîm Rheolwyr Archwilio am awgrymiadau ar gyfer gwella ansawdd a pherfformiad y gwasanaeth archwilio mewnol.
- Sicrhau y dilynir yr holl weithdrefnau rheoli perthnasol.
- Cadw tystiolaeth gywir a chyflawn i gefnogi canfyddiadau gwaith archwilio.
- Cynnal archwiliadau yn unol gyda chyfarwyddiadau ar gofnodion rheoli swydd ac yn unol gyda Safonau Archwilio Mewnol y Sector Cyhoeddus.
- Dyletswyddau rhesymol eraill yn ôl y cais.

Dyma'r hyn y gallwn ei ddarparu i chi:-

- Cefnogaeth lawn Prif Archwilydd Mewnol a chydweithwyr profiadol a chymwys yn y Tîm Archwilio Mewnol
- Amser a chefnogaeth ariannol ar gyfer Datblygiad Proffesiynol Parhaus.
- Amgylchedd weithio ddymunol gyda'r gallu a'r rhyddid i weithio ar sail ystwyth.
- Y cyfle i ddatblygu sgiliau yn y Gymraeg.

Beth arall sydd angen i chi wybod.....Gwerthoedd Sir Fynwy yw:

- Gwaith tîm:** Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
- Tryloywder:** Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
- Hyblygrwydd:** Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.
- Tegwch:** Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.
- Caredigrwydd:** Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

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 ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

Gofynion	Hanfodol neu Ddymunol	Sut y Profir
<ul style="list-style-type: none"> Dylai ymgeiswyr fod wrthi'n hyfforddi ar gyfer cymhwyster CCAB neu IIA 	H	Ffurflen Gais
<ul style="list-style-type: none"> Dylech fod yn aelod cyfredol o AAT (neu gyfwerth) 	H	Ffurflen Gais
<ul style="list-style-type: none"> Medru arddangos ymrwymiad i ddatblygiad proffesiynol parhaus 	H	Ffurflen Gais
<ul style="list-style-type: none"> O leiaf 2 flynedd o brofiad perthnasol mewn amgylchedd archwilio neu brofiad perthnasol helaeth mewn amgylchedd ariannol 	H	Ffurflen Gais
<ul style="list-style-type: none"> Profiad o'r sector cyhoeddus 	D	Ffurflen Gais
<ul style="list-style-type: none"> Medru dangos dealltwriaeth dda o Safonau Archwilio Mewnol y Sector Cyhoeddus (PSIAS) 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru arddangos y gallu i gyfathrebu'n gywir ac effeithlon, yn llafar ac mewn ysgrifen, gyda phob lefel o fewn yr Awdurdod, y gymuned leol a sefydliadau allanol 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru arddangos sgiliau cynllunio a threfnu da, ynghyd â'r gallu i reoli gwaith i gadw at amserlenni 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Bod â'r gallu i asesu sefyllfaoedd yn gyflym a rhoi cyngor ac arweiniad clir a chryno i gwsmeriaid neu weithredu gweithdrefnau esgyn 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru dangos dull dadansoddol o ddatrys problemau 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru dangos dealltwriaeth o'r effaith y gall archwilio mewnol ei gael ar ddarpariaeth gwasanaeth Sir Fynwy 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Bod yn fodlon gweithio fel aelod o dîm a hefyd fel unigolyn 	D	Ffurflen Gais
<ul style="list-style-type: none"> Medru dangos sgiliau mewn prosesu geiriau a thaenlenni car gyfrifiadur ynghyd â dealltwriaeth o systemau TG a gallu i addasu i systemau newydd 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Hyblyg i ateb gofynion y swydd a all, mewn amgylchiadau eithriadol, olygu gweithio tu allan i oriau 	H	Ffurflen Gais
<ul style="list-style-type: none"> Yn ddelfrydol bod â thrwydded yrru lawn a mynediad i gerbyd 	H	Ffurflen Gais
<ul style="list-style-type: none"> Bod yn fodlon cydymffurfio gyda pholisi'r Cyngor ar Gyfle Cyfartal, yn cynnwys dilyn hyfforddiant 	H	Ffurflen Gais

priodol mewn ymwybyddiaeth o gydraddoldeb		
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- **Y Gymraeg yn Ddymunol.** – Lefel 1

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg a gyllidir gan y Cyngor ar gyfer staff.

Os byddwch angen mwy o wybodaeth am y swydd hon, cysylltwch ag: Andrew Wathen, Prif Archwilydd Mewnol Ffôn: 07970 343010

andrewwathan@monmouthshire.gov.uk

Dyddiad Cau: 12 canol-dydd ar 30 Medi 2022

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
➤ 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. 	➤ 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.