

Come and join the team!

ADVERT

ROLE TITLE: Audit Manager

ADVERT TEXT:

Integrity, Objectivity, Confidentiality, Competency ... does that mean anything to you ?

Inquisitive, analytical, got an eye for detail? You could become a valuable member of our team. As an Audit Manager working within the Council's Internal Audit Team you will co-ordinate and manage audit reviews in line with the agreed audit plan and manage the team at an operational level, supporting the Chief Internal Auditor. 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 in line with the Public Sector Internal Audit Standards.

POST ID: RAD01

LOCATION: Based at County Hall, Usk but with 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 K SCP 39 - 43 (£45,495 – £49,590)

HOURS: 37 Per Week

TEMPORARY: No

DBS CHECK: Yes - basic DBS check required

CLOSING DATE: 12 noon on 20th December 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: **Audit Manager**
PERMANENT

POST ID: **RAD01**

GRADE: BAND K SCP 39 - 43 (£45,495 – £49,590)

HOURS: 37 Per Week

WORK PATTERN: Full time, Monday - Friday

LOCATION: Based at County Hall, Usk but with 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 a 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:-

The purpose of this role is to operationally manage the Internal Audit Team under the leadership of the Chief Internal Auditor in accordance with the Public Sector Internal Audit Standards. To work with the Chief Internal Auditor to develop an annual risk assessed Internal Audit Plan and build on its existing strategy to make the team even more effective and efficient. Support the Chief Internal Auditor in providing and developing a professional risk based internal audit service in accordance with the Public Sector Internal Audit Standards UK and the MCC Internal Audit Charter.

You will develop, support and motivate all team members to deliver their element of the audit plan, to meet their objectives and encourage them to be the best they can be. You will develop and maintain effective and professional relationships with officers at all levels throughout the Council.

Expectation and Outcomes of this Role:-

You will ensure the team manage their programme of audits to ensure that they are completed in line with the approved internal audit plan for the year, the work is accurate and evidence based. You will be involved with the scoping of the audit work, reviewing work prepared by the team and discussing draft and final reports with operational managers and heads of service. All audits will be completed to meet the requirements of the Public Sector Internal Audit Standards. You will be supported to complete your CPD on an annual basis and further develop your leadership skills. You will need to deputise for the Chief Internal Auditor and attend the Council's Governance and Audit Committee as required.

Your responsibilities are to:-

- Manage the Internal Audit Team staff and workload at an operational level
- Support the Chief Internal Auditor in developing and delivering the overall audit plan ensuring the key risk areas are covered and that assurance can be given on the effectiveness of the internal control environment, governance arrangements and risk management within the Council to Senior Management
- Risk assess and agree the internal audit plan with relevant Chief Officers and the Senior Leadership Team
- Support the Chief Internal Auditor in providing a professional, risk based internal audit service in accordance with the Public Sector Internal Audit Standards UK and the MCC Internal Audit Charter;
- Have a good understanding and knowledge of all service areas of the Council in order to advise on compliance with Council policy and legislation

- Add value and promote excellent management of financial resources and public funds, to ensure probity, efficiency, high performance and overall value for money, learning from and sharing best practice
- Organise, plan, prioritise and deliver the audit plan as approved by the Governance Audit Committee and Deputy Chief Executive / Chief Officer Resources as agreed with the Chief Internal Auditor. Risk assess and agree the plan with relevant Heads of Service;
- Prepare reports on all aspects of audit work and present them to management, senior management and Members where appropriate. When required, deliver an unfavourable audit opinion based on evidence obtained and persuade managers to change their processes in order to improve working practices.
- Act as the lead auditor and manager for complex areas of work.
- Be fully responsible for special investigations into allegations against staff, manage the process, prepare and present an audit report and follow through the Council's disciplinary process as required. Take on the role of Investigating Officer on behalf of the Council and schools, representing the Council at Employment Tribunals and professional body hearings as required by the Chief Internal Auditor;
- Attend and contribute at working parties, outside bodies and working groups, and where necessary deputising for the Chief Internal Auditor;
- Attend the Council's Governance and Audit Committee to present reports and to represent the Chief Internal Auditor as required;
- Support the Chief Internal Auditor in developing the audit approach and methodology to ensure continual improvement.
- Promote the awareness of sound financial management and corporate governance throughout the Council through the coordination and delivery of corporate training and workshops;
- Deputise for the Chief Internal Auditor as required
- Provide a professional advisory and support service to Chief Officers, Heads of Service and Operational Managers. To challenge where necessary, processes, policies and decisions taken across the Council to ensure proper use of public funds and compliance with legislation and best practice. To act as a key point of liaison for audit queries and compliance issues
- Lead on the co-ordination of the UK National Fraud Initiative (NFI) data matching exercise on behalf of the Council on behalf of the Chief Internal Auditor;
- Review changes in legislation and recommended audit practices and identify the potential impact corporately on the Council or within specific service areas. Recommend action to mitigate risks to service provision whilst continuing to provide assurance that corporate objectives are being achieved by reporting on the internal control environment and the overall governance arrangements. Provide training / awareness to explain how changes may affect the Council's business;

- To take responsibility for the Internal Audit team's management information system and performance indicators. Monitor the team's performance on a regular basis, both workload and staff
- 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.

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
1	<ul style="list-style-type: none"> Candidates should be a fully qualified internal auditor (CIA) or accountant (CCAB) and have relevant audit management experience. 	E	Application Form
1	<ul style="list-style-type: none"> Management Qualification 	D	Application Form
2	<ul style="list-style-type: none"> You should have a minimum of 5 years relevant experience in a public sector audit environment at senior level (at least 2 years post qualified). 	E	Application Form
3	<ul style="list-style-type: none"> Have a comprehensive understanding of the Public Sector Internal Audit Standards and how they are applied within local government 	E	Application Form / Interview
4	<ul style="list-style-type: none"> Be able to demonstrate a commitment to continued professional development and maintain your professional qualification. 	E	Application Form
5	<ul style="list-style-type: none"> Have excellent verbal and written communication skills and demonstrate the ability to communicate effectively, both verbally and in writing, with all levels within Monmouthshire, the local community and outside organisations. 	E	Application Form / Interview
6	<ul style="list-style-type: none"> Be able to demonstrate excellent planning and organisational skills, along with the ability to control own work, and that of the team, prioritising to meet deadlines. 	E	Application Form
7	<ul style="list-style-type: none"> Demonstrate you have the experience of preparing, co-ordinating and delivering an audit plan. 	E	Application Form / Interview
8	<ul style="list-style-type: none"> Proven ability in all aspects of staff management along with coordination of staff training, motivation and development 	E	Application Form / Interview

9	<ul style="list-style-type: none"> Proven ability to produce accurate, succinct and timely management information 	E	Application Form / Interview
10	<ul style="list-style-type: none"> Have a good understanding of financial and non-financial computer based systems and their respective control environments 	E	Application Form
11	<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
12	<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
13	<ul style="list-style-type: none"> Ability to deal with difficult people and situations in an assertive but courteous manner 	E	Application Form
14	<ul style="list-style-type: none"> Be articulate, persistent and assertive 	E	Application Form
15	<ul style="list-style-type: none"> Be positive, highly motivated and well organized 	E	Application Form
16	<ul style="list-style-type: none"> Be able to demonstrate an analytical approach to problem solving. 	E	Application Form / Interview
17	<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
18	<ul style="list-style-type: none"> Be willing to work both as a team member and as an individual. 	E	Application Form
19	<ul style="list-style-type: none"> Be willing to continually learn and apply new skills. 	E	Application Form
20	<ul style="list-style-type: none"> Hold a full driving licence and have access to a vehicle 	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 20th December 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: Rheolwr Archwilio

HYSBYSEB: Cywirdeb, Gwrthrychedd, Cyfrinachedd, Cymhwysedd ... a yw hynny'n golygu unrhyw beth i chi?

Chwilfrydig, dadansoddol, llygad am fanylion? Gallech ddod yn aelod gwerthfawr o'n tîm. Fel Rheolwr Archwilio yn gweithio gyda thîm Archwilio Mewnol y Cyngor byddwch yn cydlynu ac yn rheoli adolygiadau archwilio yn unol â'r cynllun archwilio a gytunwyd ac yn rheoli'r tîm ar lefel weithredol, gan gefnogi'r Prif Archwilydd Mewnol. Byddwch yn gwneud cyfraniad gwerthfawr i ddarparu sicrwydd i uwch reolwyr ar ddigonolrwydd ac effeithlonrwydd yr amgylchedd rheoli mewnol, llywodraethu a threfniadau rheoli ar draws pob swyddogaeth o Gyngor Sir Fynwy yn unol â Safonau Archwilio Mewnol y Sector Cyhoeddus.

CYFEIRNOD SWYDD: RAD01

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

GRADD: BAND K SCP 39 - 43 (£45,495 – £49,590)

ORIAU: 37 yr wythnos

DROS DRO\: Na

GWIRIAD DBS: Oes – mae angen gwiriad DBS sylfaenol

DYDDIAD CAU: 12 canol-dydd ar 20 Rhagfyr 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 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 SWYDD

TEITL SWYDD:	Rheolwr Archwilio PARHAOL
CYFEIRNOD SWYDD:	RAD01
GRADD:	BAND K SCP 39 - 43 (£45,495 – £49,590)
ORIAU:	37 yr wythnos
PATRWM 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:-

Diben y swydd yw rheoli'r Tîm Archwilio Mewnol yn weithredol dan arweinyddiaeth y Prif Archwilydd Mewnol yn unol â Safonau Archwilio Mewnol y Sector Cyhoeddus. Gweithio gyda'r Prif Archwilydd Mewnol i ddatblygu Cynllun Archwilio Mewnol blynyddol a gaiff ei asesu ar sail risg ac adeiladu ar ei strategaeth bresennol i wneud y tîm hyd yn oed yn fwy effeithlon ac effeithiol. Cefnogi'r Prif Archwilydd Mewnol wrth ddarparu a datblygu gwasanaeth archwilio mewnol proffesiynol seiliedig ar risg yn unol gyda Safonau Archwilio Mewnol Sector Cyhoeddus y Deyrnas Unedig a Siarter Archwilio Mewnol Cyngor Sir Fynwy.

Byddwch yn datblygu, cefnogi a chymell pob aelod o'r tîm i gyflawni eu helpen o'r cynllun archwilio, i ateb eu hamcanion a'u hannog i fod y gorau y gallai fod. Byddwch yn datblygu ac yn cynnal perthynas effeithlon a phroffesiynol gyda swyddogion ar bob lefel ledled y Cyngor.

Disgwyliad a Chanlyniadau'r Swydd:-

Byddwch yn sicrhau fod y tîm yn rheoli eu rhaglen archwiliadau i sicrhau y cânt eu cwblhau yn unol â'r cynllun archwilio mewnol a gymeradwywyd ar gyfer y flwyddyn, mae'r gwaith yn gywir ac yn seiliedig ar dystiolaeth. Byddwch yn ymwneud gyda chwmpasu'r gwaith archwilio, adolygu gwaith a baratowyd gan y tîm a thrafod adroddiadau drafft a therfynol gyda rheolwyr gweithredol a phenaethiaid gwasanaeth. Caiff pob archwiliad ei gwblhau i ddiwallu gofynion Safonau Archwilio Mewnol y Sector Cyhoeddus. Cewch eich cefnogi i gwblhau eich Datblygiad Proffesiynol Parhaus ar sail flynyddol a datblygu eich sgiliau arweinyddiaeth ymhellach. Bydd angen i chi ddirprwyo dros y Prif Archwilydd Mewnol a bydd angen mynychu Pwyllgor Llywodraethu ac Archwilio y Cyngor fel sydd angen.

Eich cyfrifoldebau yw:

- Rheoli staff a llwyth gwaith y Tîm Archwilio Mewnol ar lefel weithredol.
- Cefnogi'r Prif Archwilydd Mewnol wrth ddatblygu a chyflenwi'r cynllun archwilio cyffredinol gan sicrhau y caiff y meysydd risg allweddol eu cynnwys ac y gellir rhoi sicrwydd ar effithlonrwydd yr amgylchedd rheoli mewnol, trefniadau llywodraethu a rheoli risg o fewn y Cyngor i Uwch Reolwyr.
- Asesu risg a chytuno ar y cynllun archwilio mewnol gyda Phrif Swyddogion perthnasol a'r Uwch Dîm Arweinyddiaeth.
- Cefnogi'r Prif Archwilydd Mewnol wrth ddarparu gwasanaeth archwilio mewnol proffesiynol seiliedig ar risg yn unol gyda Safonau Archwilio Mewnol Sector Cyhoeddus y Deyrnas Unedig a Siarter Archwilio Mewnol Cyngor Sir Fynwy.

- Bod â dealltwriaeth a gwybodaeth dda o holl feysydd gwasanaeth y Cyngor er mwyn cynghori ar gydymffurfiaeth gyda pholisi'r Cyngor a deddfwriaeth.
- Ychwanegu gwerth a hyrwyddo rheolaeth ardderchog ar adnoddau ariannol a chyllid cyhoeddes, i sicrhau cywirdeb, effeithiolrwydd, perfformiad uchel a gwerth cyffredinol am arian gan ddysgu o a rhannu arfer gorau.
- Trefnu, cynllunio, blaenoriaethu a chyflenwi'r cynllun archwilio fel y'i cymeradwywyd gan y Pwyllgor Archwilio Llywodraethu a'r Dirprwy Brif Weithredwr / Prif Swyddog Adnoddau fel y cytunwyd gyda'r Prif Archwilydd Mewnol. Asesu risg a chytuno ar y cynllun gyda Phenaethiaid Gwasanaeth perthnasol.
- Paratoi adroddiadau ar bob agwedd o waith archwilio a'u cyflwyno i reolwyr, uwch reolwyr ac Aelodau lle'n briodol. Pan fo angen, cyflwyno barn archwilio anffafriol yn seiliedig ar dystiolaeth a gafwyd a darbwylllo rheolwyr i newid eu prosesau er mwyn gwella eu harferion gwaith.
- Gweithredu fel yr archwilydd mewnol a rheolwr ar gyfer meysydd cymhleth o waith.
- Bod yn llwyr gyfrifol am ymchwiliadau arbennig i honiadau yn erbyn staff, rheoli'r broses, paratoi a chyflwyno adroddiad archwilio a dilyn drwy broses ddisgyblaeth y Cyngor fel sydd angen. Cymryd rôl y Swyddog Ymchwilio ar ran y Cyngor ac ysgolion, gan gynrychioli'r Cyngor mewn Tribiwnlysoedd Cyflogaeth a gwrandawiadau cyrff proffesiynol fel sydd angen gan y Prif Swyddog Arweiniol.
- Mynychu a chyfrannu at weithgorau, cyrff allanol a grwpiau gwaith, a dirprwyo dros y Prif Archwilydd Mewnol lle mae angen.
- Mynychu Pwyllgor Llywodraethu ac Archwilio y Cyngor i gyflwyno adroddiadau ac i gynrychioli'r Prif Archwilydd Mewnol fel sydd angen.
- Cefnogi'r Prif Archwilydd Mewnol wrth ddatblygu'r dull archwilio a'r fethodoleg i sicrhau gwelliant parhaus.
- Hyrwyddo ymwybyddiaeth o reolaeth ariannol gadarn a llywodraethu corfforaethol ym mhob rhan o'r Cyngor drwy gydlynw a chyflwyno hyfforddiant corfforaethol a gweithdai;
- Dirprwyo dros y Prif Archwilydd Mewnol fel sydd angen;
- Darparu gwasanaeth ymgynghori a chefnogaeth proffesiynol i Brif Swyddogion, Penaethiaid Gwasanaethau a Rheolwr Gweithredol. Lle mae angen, herio prosesau, polisiau a phenderfyniadau a gymerwyd ar draws y Cyngor i sicrhau defnydd cywir o gyllid cyhoeddus a chydymffurfio gyda

deddfwriaeth ac arfer gorau. Gweithredu fel pwynt cyswilt allweddol ar gyfer ymholiadau am archwilio a materion cydymffurfiaeth.

- Arwain ar gydlynu gwaith cyfateb data Cynllun Twyll Cenedlaethol (NFI) y Deyrnas Unedig ar ran y Cyngor ar ran y Prif Archwilydd Mewnol.
- Adolygu newidiadau mewn deddfwriaeth ac arferion archwilio a argymhellir a dynodi'r effaith bosibl yn gorfforaethol ar y Cyngor neu o fewn meysydd gwasanaeth penodol. Argymhell gweithredu i liniaru risgiau i ddarpariaeth gwasanaeth tra'n parhau i roi sicrwydd y caiff amcanion corfforaethol eu cyflawni drwy adrodd ar yr amgylchedd rheoli mewnol a'r trefniadau llywodraethiant cyffredinol. Darparu hyfforddiant/ymwybyddiaeth i esbonio sut y gall newidiadau effeithio ar fusnes y Cyngor.
- Cymryd cyfrifoldeb am system gwybodaeth a dangosyddion perfformiad y tîm Archwilio Mewnol. Monitro perfformiad y tîm ar sail reolaidd, o ran gweithlu a staff.
- Dyletswyddau rhesymol eraill y gwneir cais amdanynt.

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.

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltwn gyda'n cymunedau.

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 yn archwilydd mewnol (CIA) neu gyfrifydd (CCAB) gyda chymwysterau llawn gyda phrofiad perthnasol mewn rheoli archwiliad 	H	Ffurflen Gais
<ul style="list-style-type: none"> Cymhwyster Rheoli 	D	Ffurflen Gais
<ul style="list-style-type: none"> Dylech fod ag o leiaf 5 mlynedd o brofiad perthnasol mewn amgylchedd archwilio sector cyhoeddus ar lefel uwch (o leiaf 2 flynedd o brofiad ar ôl cymhwyso 	H	Ffurflen Gais
<ul style="list-style-type: none"> Dealltwriaeth gynhwysfawr o Safonau Archwilio Mewnol y Sector Cyhoeddus a sut y cânt eu gweithredu o fewn llywodraeth leol 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru arddangos ymrwymiad i ddatblygiad proffesiynol parhaus a chynnal eich cymhwyster proffesiynol 	H	Ffurflen Gais
<ul style="list-style-type: none"> Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol a dangos y gallu i gyfathrebu'n effeithlon, yn llafar ac mewn ysgrifen, ar bob lefel o fewn Sir Fynwy, y gymuned leol a sefydliadau allanol 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Medru arddangos sgiliau cynllunio a threfnu rhagorol, ynghyd â'r gallu i reoli eich gwaith eich hun, a gwaith y tîm, gan flaenoriaethu i gyrraedd amserlenni. 	H	Ffurflen Gais
<ul style="list-style-type: none"> Dangos fod gennych brofiad o baratoi, cydlynu a chyflwyno cynllun archwilio. 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Gallu amlwg ym mhob agwedd o reoli staff ynghyd â chydlynu hyfforddiant, cymhelliant a datblygiad staff 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Gallu amlwg i gynhyrchu adroddiadau rheolaeth cywir, cryno ac amserol 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Dealltwriaeth dda o systemau cyfrifiadurol ariannol ac arall a'u hamgylcheddau rheoli perthnasol 	H	Ffurflen Gais
<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"> Y 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"> Gallu i ddelio gyda phobl a sefyllfaoedd anodd mewn ffordd bendant ond gwrtais 	H	Ffurflen Gais
<ul style="list-style-type: none"> Mynegi eich hun yn glir a bod yn gyson a 	H	Ffurflen Gais

phendant		
<ul style="list-style-type: none"> Bod yn gadarnhaol a gyda chymhelliant uchel ac yn drefnus 	H	Ffurflen Gais
<ul style="list-style-type: none"> Gallu dangos dull dadansoddol o ddatrys problemau 	H	Ffurflen Gais/ Cyfweliad
<ul style="list-style-type: none"> Gallu dangos dealltwriaeth o'r effaith y gall archwilio mewnl ei gael ar ddarpariaeth gwasanaeth Sir Fynwy 	H	Ffurflen Gais
<ul style="list-style-type: none"> Bod yn fodlon gweithio fel aelod o dîm a hefyd fel unigolyn 	H	Ffurflen Gais
<ul style="list-style-type: none"> Bod yn barod i ddysgu a rhoi sgiliau newydd ar waith yn barhaus 	H	Ffurflen Gais
<ul style="list-style-type: none"> Dal trwydded yrru a bod â mynediad i gerbyd 	H	Ffurflen Gais

- 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

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Dyddiad Cau: 12 canol-dydd ar 20 Rhagfyr 2022



FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1		
<i>Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno a sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfle</i>		
DEALL	SIARAD	DARLLEN
<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, syml, cyfarwyddiadau a sylfaenol agenda, gwybodaeth syml a
LEFEL 2		
<i>Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall neges cyfarwydd ac ysgrifennu mewn brawddegau byr.</i>		
DEALL	SIARAD	DARLLEN
<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 syml a llythyrau neu negeseuon e-bost sy'n gwneud cais neu'n gofyn am neges
LEFEL 3		
<i>Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhestr o llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau neu drefnu digwyddiad.</i>		
DEALL	SIARAD	DARLLEN
<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. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o neges e-bost neu llythyrau'n ymwneud â gwaith bob dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar destun os yw'r pwnc yn gyfarwydd ➤ Gall ddarllen erthygl syml a papurau newydd neu fathodyn ysgrifenedig mewn cylchgrawn
LEFEL 4		
<i>Gall fel arfer ddilyn y rhan fwyaf o sgwrsiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.</i>		
DEALL	SIARAD	DARLLEN
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgwrsiau 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 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf o bwrw golwg ar destunau manylion. ➤ Gall ddeall y rhan fwyaf o adroddiadau papur newydd a geiriadur.

penodol.

- Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.

- Gall ddeall testunau, os na
mewn dull ffurfiol iawn neu