

Come and join the team!

ADVERT

ROLE TITLE: Finance Assistant Non-Residential

ADVERT TEXT:

Receipt and process external non-residential care provider invoices for payment, ensuring they are reconciled back to the Authority's care management system and any other locally held data for accuracy prior to payment. Processing the Authority's Shared Lives and Direct Payments payment process on a 4 weekly basis. Assisting the Deputy Finance Manager to record and reconcile non-residential care data.

POST ID: SRS084

LOCATION: Usk

GRADE: BAND C SCP 5 – 8 (£21,575 - £22,777)

HOURS: 37 Per Week.

PERMANENT

DBS CHECK: No

CLOSING DATE: 12 noon on 30th March 2023

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: Finance Assistant Non-Residential

PERMANENT

POST ID: SRS084

GRADE: BAND C SCP 5 – 8 (£21,575 - £22,777)

HOURS: 37 Per Week – Monday to Friday, Flexi time

LOCATION: 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: Tyrone Stokes - Finance Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

Social Care, Safeguarding and Health Finance Team.....**Who are we?**

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.

Our Purpose:-

We provide a wide range of accountancy and Finance Services to support the Social Care, Safeguarding and Health directorate as well as the accountancy function for the Authority, offering a wide range of Services such as budget and forecasting, debt recovery, payments, charging and client finances.

The Purpose of this Role:-

To actively assist and manage client finances on behalf of the Authority to ensure clients are not left vulnerable to Financial abuse and are financially safeguarding.

Expectation and Outcomes of this Role:-

Receipt and process external non-residential care provider invoices for payment, ensuring they are reconciled back to the Authority's care management system and any other locally held data for accuracy prior to payment. Processing the Authority's Shared Lives and Direct Payments payment process on a 4 weekly basis. Assisting the Deputy Finance Manager to record and reconcile non-residential care data.

Your responsibilities are to:-

1. Receipt and process invoices submitted for payment by our Non-residential care providers,
2. Check invoices for correctness and accuracy against the care management system and locally held data,
3. Payment of undisputed invoices within the prescribed time to non-residential care providers,
4. Liaise with care teams and providers to resolve disputed invoices to release payment,
5. Input invoices for payment onto the Authority's Business World system ready for authorisation,
6. Prepare and process for payment every 4 weeks the Authority's Direct Payment and Shared Lives payment schedules,
7. Update commitment systems to assist the Deputy Finance Manager in budget monitoring,
8. The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility,
9. Abiding by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy,
10. To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.

Here's what we can provide you with:-

- The opportunity to develop Welsh language skills.
- Exciting opportunity to work in a diverse Finance team,
- Work in a dynamic and ever changing Local Authority.

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

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.

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:-

- A minimum of 5 GCSE's or equivalent,
 - Gained experience of working within a financial environment,
 - Worked with financial data and have an 'eye' for accuracy and spotting errors,
 - Proven experience in using computer packages such as Microsoft word, excel, access,
 - Knowledge of working in a financial environment,
 - Able to communicate with a variety of people including service users, senior officers and social workers orally and in writing,
 - Be able to organise their workload in order to meet a range of demands within a limited time available,
 - Ability to work alone or as part of a team,
 - Demonstrate initiative and ability to develop working practices,
 - Must be numerate and able to interpret financial information,
 - Must be able to maintain client confidentiality at all times,
 - Possess a full driving licence and have access to a car.
-
- **Welsh Desirable.**
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:
John Woods - Deputy Finance Manager or Matthew Lewis - Office Manager
Tel: 01633 644916/01600 775244**

Closing Date: 12 Noon on 30th March 2023

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: Cynorthwydd Cyllid - Dibreswyl

COPI AR GYFER YR HYSBYSEB

Derbyn a phrosesu anfonebau darparwyr gofal dibreswyl allanol er mwyn eu talu, gan sicrhau eu bod yn cael eu cysoni yn ôl gyda system rheoli gofal yr Awdurdod a rhannu unrhyw ddata arall sydd yn cael ei ddal yn lleol cyn gwneud y taliadau. Yn defnyddio'r broses dalu Bywydau a Rennir (Shared Lives) a Thaliadau Uniongyrchol sydd gan yr Awdurdod, a hynny bob 4 wythnos. Yn cynorthwyo'r Dirprwy Reolwr Cyllid i gofnodi a chysoni data am gleifion dibreswyl.

RHIF ADNABOD Y SWYDD: SRS084

LLEOLIAD: Brynbuga

GRADD: BAND C SCP 5 – 8 (£21,575 - £22,777)

ORIAU: 37 Yr Wythnos.

DROS DRO:

GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARDD: Nid oes angen gwiriad (Gwiriad Datgelu a Gwasanaeth)

DYDDIAD CAU: 12pm ar 30ain Mawrth 2023

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 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 RÔL

TEITL Y RÔL: Cynorthwydd Cyllid - Dibreswyl

PARAHOL

RHIF ADNABOD Y SWYDD: SRS084

GRADD: BAND C SCP 5 – 8 (£21,575 - £22,777)

ORIAU: 37 yr wythnos

LLEOLIAD 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.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Nid oes angen gwiriad ar gyfer y rôl hon.

YN ATEBOL I: Tyrone Stokes - Rheolwr Cyllid

ASESIAD O'R GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

Tîm Cyllid Gofal Cymdeithasol, Diogelu ac Iechyd**Pwy ydym ni?**

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.

Ein Diben:-

Rydym yn darparu ystod eang o Wasanaethau Cyfrifeg a Chyllid i'r Gyfarwyddiaeth Gofal Cymdeithasol, Diogelu ac Iechyd ynghyd â'r swyddogaeth gyfrifeg ar gyfer yr Awdurdod, gan gynnig ystod eang o Wasanaethau fel cyllideb a darogan gwariant, adfer dyledion, taliadau, ffioedd a chyllid cleientiaid.

Pwrpas y Rôl hon:-

Yn cynorthwyo a'n rheoli cyllid cleientiaid ar ran yr Awdurdod er mwyn sicrhau nad yw cleientiaid bregus yn cael eu cam-drin yn ariannol a'n cael eu cadw'n ddiogel.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Derbyn a phrosesu anfonebau darparwyr gofal dibreswyl allanol er mwyn eu talu, gan sicrhau eu bod yn cael eu cysoni yn ôl gyda system rheoli gofal yr Awdurdod a rhannu unrhyw ddata arall sydd yn cael ei ddal yn lleol cyn gwneud y taliadau. Yn defnyddio'r

broses dalu Bywydau a Rennir (Shared Lives) a Thaliadau Uniongyrchol sydd gan yr Awdurdod, a hynny bob 4 wythnos. Yn cynorthwyo'r Dirprwy Reolwr Cyllid i gofnodi a chysoni data am gleifion dibreswyl.

Bydd eich cyfrifoldebau yn cynnwys:-

1. Derbyn a phrosesu anfonebau sydd wedi eu cyflwyno gan ddarparwyr gofal Dibreswyl.
2. Gwirio anfonebau er mwyn sicrhau eu bod yn gywir ac yn gywain, a hynny yn erbyn y system rheoli gofal a'r data sydd yn cael ei gadw'n lleol.
3. Talu anfonebau diamheuol o fewn yr amserlenni a ragnodir i ddarparwyr gofal dibreswyl.
4. Gweithio gyda thimau gofal a darparwyr er mwyn datrys anfonebau sy'n destun dadl er mwyn rhyddhau'r taliadau.
5. Mewnbynnu anfonebau i'w talu ar system Business World yr Awdurdod yn barod ar gyfer eu cymeradwyo.
6. Yn paratoi prosesu taliadau Bywydau a Rennir a Thaliadau Uniongyrchol bob 4 wythnos ar ran yr Awdurdod.
7. Diweddarau'r systemau ymroddiadau er mwyn cynorthwyo'r Dirprwy Reolwr Cyllid i fonitro'r gyllideb.
8. Pwrpas y swydd-ddisgrifiad hon yw dynodi'r lefel gyffredinol o gyfrifoldebau'r rôl. Efallai y bydd y dyletswyddau yn amrywio o dro i dro heb newid natur neu lefel y cyfrifoldebau.
9. Cydymuffurfio gydag egwyddorion aphratcis cyfle cyfartal fel sydd wedi ei amlinellu yn Mholisi Cyfle Cyfartal y Cyngor.
10. Cynnal arferion gweithio diogel ar gyfer chi'ch hun ac eraill, gan weithio yn unol gyda datganiad polisi'r Awdurdod ar lechyd a Diogelwch yn y Gweithle.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Y cyfle i ddatblygu sgiliau Cymraeg.
- Y cyfle cyffrous i weithio mewn tîm Cyllid amrywiol
- Gweithio mewn Awdurdod Lleol deinamig ac sydd yn newid yn barhaus.

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

Caiff ein diben ei seilio ar ymdeimlad clir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn 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 bob 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 yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- Isafswm o 5 TGAU neu gyfatebol.
 - Profiad o weithio mewn amgylchedd ariannol
 - Wedi gweithio gyda data ariannol ac yn medru talu sylw i fanylder gan sylwi ar unrhyw gamgymeriadau.
 - Profiad o ddefnyddio pecynnau cyfrifiadurol fel Microsoft Word, Excel, Access,
 - Profiad o weithio mewn amgylchedd ariannol.
 - Yn medru cyfathrebu ag amryw o bobl gan gynnwys defnyddwyr gwasanaeth, uwch swyddogion a gweithwyr cymdeithasol, a hynny ar lafar ac yn ysgrifenedig.
 - Y gallu i drefnu eich llwyth gwaith er mwyn cwrdd ag ystod o ofynion o fewn yr amser cyfyngedig sydd ar gael.
 - Yn medru gweithio ar ben eich hun neu fel rhan o dîm.
 - Yn egnïol ac yn medru datblygu arferion gweithio.
 - Yn medru dangos sgiliau rhifedd a dehongli gwybodaeth ariannol.
 - Yn medru cynnal cyfrinachedd y cleientiaid drwy'r amser.
 - Yn meddu ar drwydded yrru lawn a char.
- **Y Gymraeg yn Ddymunol.**
Efallai y bydd angen i chi ddysgu neu wella eich sgiliau cyfredol drwy fynyachu hyfforddiant iaith Gymraeg i staff sydd wedi ei ariannu gan y Cyngor.

**Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:
John Woods - Dirprwy Reolwr Cyllid neu Matthew Lewis - Rheolwr Swyddfa
Ffôn: 01633 644916/01600 775244**

Dyddiad Cau: 12pm ar 30ain Mawrth 2023

WELSH LANGUAGE SKILLS FRAMEWORK

| LEVEL 1 | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| UNDERSTANDING | SPEAKING | READING | WRITING |
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| 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. |



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