

Job Title: Finance & Administration Officer	Location: Llangefni, Anglesey	Salary Band:
Reports To: Projects Director	Responsible for: No staff	Salary Range: £20 - £24K + defined benefit pension
Purpose of the Role: To provide financial and administrative support to the Project Director.		
Responsibilities	Skills / Experience	
<p>Project delivery: Assist in establishment and maintenance of the Company's projects, including, but not limited to LEADER and Menter Iaith</p> <p>Project compliance and monitoring: Assist in the output collection system and financial management system for projects. Work closely with managers to deliver against pre-agreed objectives, as well as develop and maintain administrative processes.</p> <p>Project reporting: Assist with collecting and reporting to all necessary funders.</p> <p>Financial Management: To be responsible for grant claims in terms of ensuring collation of accurate data, monitoring, and collating the supporting evidence required for submission to various funders. The role will also include liaising with the finance team, and providing accurate information to Project Managers on request.</p> <p>Meetings and Events: Arrange, organise and coordinate various events, as and when required. Attend other relevant events when relevant.</p> <p>Representing the company: Represent the company and proactively promote Menter Môn; its work and its aims and Objectives. Referring relevant information and paperwork to other officers, consultants and clients as required.</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Have strong organisational, grammar and communication skills in both Welsh and English. • Proven experience of working effectively within a finance department. • Ability to produce accurate high-quality work • Be able to work and compile data and reports. • Be able to make capable and effective decisions. • Be able to prioritise and manage tasks. • Be pleasant, professional and proficient. • Competent in Microsoft Office applications, as well as Social Media. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of assisting with project delivery for organisations such as Welsh Government, Local Authority, Lottery and the European Union. • A basic knowledge of procurement procedures including experience of using Sell 2 Wales. • Experience of working effectively at a senior level within a finance department 	
	Qualifications	
	<p>Essential:</p> <ul style="list-style-type: none"> • Educated up to NVQ level 3 or significant experience relevant to the role 	<p>Desirable:</p> <ul style="list-style-type: none"> • Educated up to Degree level.
Characteristics	Other	
<p>These describe the characteristics we expect in an individual in this role.</p> <ul style="list-style-type: none"> • Accountable • Organised • Personable • Committed 	A full UK Driving License and access to own car	Yes
	A willingness to work outside normal working hours	Yes
	A willingness to travel	Yes
	The ability to communicate in Welsh and English	Yes (Level 4 on the language skills guidelines)

Teitl y Swydd: Swyddog Cyllid a Gweinyddol	Lleoliad: Llangefni, Ynys Môn	Band Cyflog:
Yn adrodd i: Cyfarwyddwr Projectau	Yn gyfrifol am: DIM STAFF.	Ystod Cyflog: £20 - £24K + pensiwn wedi ei ddiffinio
Diben y swydd: Darparu gwasanaeth gweinyddol ategol i'r Cyfarwyddwr Projectau.		
Cyfrifoldebau	Sgiliau/Profiad	
<p>Gweithredu prosiectau: Cynorthwyo i sefydlu a chynnal prosiectau'r Cwmni, gan gynnwys, ond heb fod yn gyfyngedig i'r LEADER ac Menter Iaith.</p> <p>Cydymffurfiaeth a monitro prosiectau: Cynorthwyo â'r system gasglu allbynnau a rheolaeth ariannol i brosiectau amrywiol. Gweithio'n agos gyda'r Rheolwr a'r Uwch Swyddogion er mwyn cyrraedd amcanion penodol, yn ogystal â chynnal system ffeilio trefnus er mwyn gallu cofnodi'r holl ddata perthnasol a manylion prosiectau.</p> <p>Adrodd am brosiectau: Cynorthwyo â chasglu ac adrodd ar gyfer hawliadau Llywodraeth Cymru a chyllidwyr eraill.</p> <p>Rheolaeth Ariannol: Bod yn gyfrifol am hawliadau, casglu data, monitro, a choladu'r dystiolaeth sydd angen i gefnogi hawliadau. Bydd gofyn cyd weithio yn agos gyda'r tîm cyllid, a darparu gwybodaeth gywir i Reolwyr Prosiect pan fod angen.</p> <p>Cyfarfodydd a Digwyddiadau: Trefnu a chydlynu cyfarfodydd amrywiol. Mynychu digwyddiadau thematic neu berthnasol arall os yn briodol.</p> <p>Cynrychioli'r cwmni: Cynrychioli'r cwmni a hyrwyddo Menter Môn yn rhagweithiol; ei gwaith a'i nodau ac amcanion. Cyfeirio gwybodaeth a gwaith papur perthnasol I swyddogion, ymgynghorwyr a chleientiaid allanol fel bo angen.</p>	<p>Hanfodol:</p> <ul style="list-style-type: none"> • Meddu ar sgiliau trefnu, gramadeg a chyfathrebu cryf yn y Gymraeg a'r Saesneg • Profiad o weithio'n effeithiol mewn adran gyllid • Gallu i gynhyrchu gwaith cywir o safon uchel • Gallu gweithio a chasglu data ac adroddiadau • Gallu gwneud penderfyniadau galluog ac effeithiol • Gallu blaenoriaethu, a rheoli tasgau • Bod yn ddymunol, proffesiynol a medrus • Cymwys gyda rhaglenni 'Microsoft Office', yn ogystal â chyfryngau Cymdeithasol. <p>Dymunol:</p> <ul style="list-style-type: none"> • Profiad o gefnogi prosiectau ar ran sefydliadau megis Llywodraeth Cymru, y Loteri a'r Undeb Ewropeaidd. • Gwybodaeth sylfaenol am weithdrefnau caffael gan gynnwys profiad o ddefnyddio Gwerthwch i Gymru. • Profiad o weithio'n effeithiol ar lefel uwch o fewn adran gyllid 	
	Cymwysterau	
	Hanfodol: Addysg hyd at lefel CGG (NVQ) neu brofiad sylweddol sy'n berthnasol i'r swydd	Dymunol: Addysg hyd at lefel gradd.
Nodweddion	Arall	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.	Trwydded yrru DU lawn a mynediad i gar	le
<ul style="list-style-type: none"> • Atebol • Trefnus • Agos-atoch • Ymroddedig 	Parodrwydd i weithio y tu allan i oriau gwaith arferol	le
	Parodrwydd i deithio	le
	Y gallu i gyfathrebu yn Gymraeg a Saesneg	le (Lefel 4 ar canllawiau gallu iaith)