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| The Role of Finance Manager  NDCWales wishes to appoint an experienced finance professional to the new, part-time post of Finance Manager.  As the lead finance professional for the organisation, the post holder will report to the Operations Director, who leads the Operations and Finance Team and will line-manage the Finance and Operations Co-ordinator. The post-holder will be expected to work closely with the Senior Management Team and the Board of trustees.  Duties and responsibilities  Key areas of the post:   * Business planning * Financial resources * Managing staff * Reporting to Board   Business planning and performance   * Working on business planning and strategy alongside SMT and Board * Lead on finance management, contributing to strategic business planning ensuring the most effective use of financial and other resources, and advise the Board and Senior Management in these areas * Devising and managing the implementation of financial information as part of company strategy * Reviewing and updating financial policies and procedures, in conjunction with F&GP.   Making the most effective and efficient use of financial and other resources   * Manage/oversee the production of quarterly management accounts by the Finance and Operations Co-ordinator, consulting with Chief Executive and management team on issues arising * Lead budget creation process each year with SMT and Chief Executive, monitoring budget against performance and re-forecasting * Lead on cash flow management, preparing cash flow forecasts * Monitor corporate reporting to ensure the timely compliance with all necessary financial requirements of stakeholders and governing bodies; e.g. ACW, Companies House, Charity Commission etc. * To work with the F&GP and Chief Executive to maintain a Financial Risk Management policy for the organisation * Input to funding applications and management of statutory and charitable grants, overseeing and reporting on restricted funds * Lead on the annual theatre tax relief claim, ensuring the Company is maximising its claims, and that claims are submitted as soon as possible after year-end * Preparation and submission of Gift Aid claims * Seeking out opportunities for income development, from commercial activities, fees charged for various activities, and from making the best use of cash investments * To be responsible for Audit. To ensure that appropriate financial policies and controls are in place using criteria set under the Charities SORP to support financial decision-making, ensuring compliance with appropriate regulations and good practice. To liaise with the external auditors, currently responsible for preparing the Statutory Accounts, regarding the audit process and the production of the statutory accounts. * Ensure that legislation, best practice, timely reporting and systems controls are effected to optimise financial control and analysis.   Managing Finance and Operations Co-ordinator   * Managing and supporting the full time Finance and Operations Co-ordinator who oversees the purchase ledger, banking, payroll, and initial preparation of management accounts, as well as general HR administration. * Performance management and identifying training and professional development needs of Finance and Operations Co-ordinator.   Reporting to the Board committees   * Attend Finance and General Purposes Committee meetings (currently 4 times a year) to present Management Accounts, reporting on key issues.   General duties   * Act as a role model for all employees in terms of professional conduct, standards and policies * Undertake other duties reasonably expected to fulfil the role.     Person specification  The successful candidate should be a fully qualified CCAB accountant with demonstrable post qualification experience, or otherwise qualified by relevant experience in a similar sized not for profit organisation.  Skills and experience  Essential   * Fully qualified accountant * Experience of successful and creative financial management in a senior role in the commercial or not-for-profit sector * IT literate, with advanced Excel skills and experience of using Integrated Accounting Packages * Familiarity with Sage Accounting Package * Significant experience in financial accounting and VAT * Knowledge of various SORP’s * Experience of producing management accounts and final accounts, and managing an audit * Proven ability to lead, manage, support and motivate staff * Able to direct the work of a key department and to act on own initiative * Excellent oral and written communication skills * Excellent analytical and interpretation skills, evidenced by experience of analysing and interpreting complex data for presentation to trustees and management * Excellent relationship building, influencing and networking skills within the organisation as a whole, and with other stakeholders   Desirable   * Experience of making Theatre Tax Relief Claims and Gift Aid Claims * Payroll experience * Educated to degree level in a relevant discipline * Experience of operational support and development of IT systems * Ability to communicate in the Welsh language, both spoken and written.   Company Values  It is essential that all staff members demonstrate active promotion of the Company’s values. The six values are:  Curious and Pioneering  Inclusive and Versatile  Collaborative and Ambitious    Terms and conditions  The terms and conditions are indicative of a full-time appointment and would be negotiated accordingly for any joint or job-share appointment.  Salary: £35,000 per annum pro rata (60%)  Pension: NDCWales currently contributes 5% of salary to a pension with Royal London, dependent on employee’s matching contribution  Contract: Permanent employment contract  Hours: Part-time, equivalent to 3 days per week, ideally spread over 4 days. TOIL is available for hours outside the ordinary.  Place of work: Cardiff. We expect the post-holder to live locally.  Holidays: 28 days pro rata plus 8 public holidays (3 of these days pro rata will be taken between Christmas and New Year)  Any offer of employment will be subject to the receipt of:  • Satisfactory References  • Evidence of right to work in the UK as defined by the Home Office  There will be a three-month probationary period, during which time regular monitoring meetings will be held with relevant representatives.  How to apply  Please apply by submitting the application form.  Please also indicate if you are an EU national or if you would require a visa.  Closing date for applications 9am, 17 October 2018. Candidates invited for interview will be notified by 5pm on 19 October.  Interviews will be held 23 and 25 October.  Please e-mail Kelly Twydale at kelly@ndcwales.co.uk to request this pack in Welsh or in another format. | Swydd Rheolwr Cyllid  Dymuna CDCCymru benodi gweithiwr cyllid proffesiynol, profiadol i’r swydd ran-amser newydd o Reolwr Cyllid. Fel y prif weithiwr cyllid proffesiynol ar gyfer y sefydliad, bydd deiliad y swydd yn adrodd i’r Cyfarwyddwr Gweithrediadau, sy’n arwain y Tîm Cyllid a Gweithrediadau, a bydd yn rheolwr llinell ar y Cydlynydd Cyllid a Gweithrediadau. Bydd disgwyl i ddeiliad y swydd weithio’n agos â’r Uwch Dîm Rheoli a’r Bwrdd o ymddiriedolwyr.  Dyletswyddau a chyfrifoldebau  Prif feysydd y swydd:   * Cynllunio busnes * Adnoddau ariannol * Rheoli staff * Adrodd i’r Bwrdd   Cynllunio busnes a pherfformiad   * Gweithio ar gynllunio busnes a’r strategaeth ochr yn ochr â’r Uwch Dîm Rheoli a’r Bwrdd * Arwain ar reoli cyllid, gan gyfrannu at gynllunio busnes strategol i sicrhau’r defnydd mwyaf effeithiol o adnoddau ariannol ac adnoddau eraill, a chynghori’r Bwrdd a’r Uwch Dîm Rheoli ar y meysydd hyn * Dylunio a rheoli’r wybodaeth ariannol sy’n ffurfio rhan o strategaeth y cwmni * Adolygu a diweddaru polisïau a gweithdrefnau ariannol, ar y cyd â’r Pwyllgor Cyllid a Dibenion Cyffredinol.   Gwneud y defnydd mwyaf effeithiol ac effeithlon o adnoddau ariannol ac adnoddau eraill   * Rheoli/goruchwylio’r cyfrifon rheolaeth chwarterol a greir gan y Cydlynydd Cyllid a Gweithrediadau, gan ymgynghori â’r Prif Weithredwr a’r tîm rheoli ar faterion sy’n codi * Arwain ar y broses o greu cyllideb bob blwyddyn gyda’r Uwch Dîm Rheoli a’r Prif Weithredwr, gan fonitro’r gyllideb yn erbyn perfformiad ac ail-ragweld * Arwain ar reoli llif arian, gan baratoi rhagolygon llif arian * Monitro adrodd corfforaethol i sicrhau cydymffurfiaeth brydlon â holl ofynion ariannol angenrheidiol y rhanddeiliaid a chyrff llywodraethu e.e. ACW, Tŷ’r Cwmnïau, Comisiwn Elusennau etc. * I weithio â’r Pwyllgor Cyllid a Dibenion Corfforaethol a’r Prif Weithredwr i gynnal polisi Rheoli Risg Ariannol ar gyfer y sefydliad * Cyfrannu at geisiadau cyllid a rheoli grantiau statudol ac elusennol, gan oruchwylio ac adrodd ar gronfeydd cyfyngedig * Arwain ar y cais am ryddhad treth theatr blynyddol, gan sicrhau bod y Cwmni yn gwneud y mwyaf o’i geisiadau, a bod ceisiadau yn cael eu cyflwyno cyn gynted ag sy’n bosibl ar ôl diwedd y flwyddyn * Paratoi a chyflwyno ceisiadau am Rodd Cymorth * Chwilio am gyfleoedd i ddatblygu incwm, o weithgareddau masnachol, ffioedd a godir am weithgareddau amrywiol, a thrwy wneud y defnydd gorau o fuddsoddiadau ariannol * I fod yn gyfrifol am Archwilio. I sicrhau bod polisïau a rheolaethau ariannol priodol yn eu lle gan ddefnyddio meini prawf a bennir gan y SORP Elusennau i gefnogi gwneud penderfyniadau ariannol, gan sicrhau cydymffurfiaeth â rheoliadau priodol ac arferion da. I gysylltu ag archwilwyr allanol, sydd ar hyn bryd yn gyfrifol am baratoi Cyfrifon Statudol, ynghylch y broses archwilio a chreu’r cyfrifon statudol. * Sicrhau bod deddfwriaeth, arferion gorau, dulliau adrodd   prydlon a rheolaethau systemau yn eu lle i alluogi rheoli a dadansoddi ariannol effeithiol.  Rheoli’r Cydlynydd Cyllid a Gweithrediadau   * Rheoli a chefnogi’r Cydlynydd Cyllid a Gweithrediadau llawn amser, sy’n goruchwylio’r llyfr prynu, bancio, cyflogres, a pharatoi’r cyfrifon rheolaeth yn y lle cyntaf, yn ogystal â swyddogaethau gweinyddu Adnoddau Dynol cyffredinol. * Rheoli perfformiad ac adnabod anghenion y Cydlynydd Cyllid a Gweithrediadau o ran hyfforddiant a datblygiad proffesiynol.   Adrodd i’r pwyllgorau Bwrdd   * Mynychu cyfarfodydd y Pwyllgor Cyllid a Dibenion Cyffredinol (a gynhelir 4 gwaith y flwyddyn ar hyn o bryd) i gyflwyno Cyfrifon Rheolaeth, gan adrodd ar faterion allweddol.   Dyletswyddau cyffredinol   * Bod yn esiampl i bob gweithiwr o ran ymddygiad proffesiynol, safonau a pholisïau * Cyflawni dyletswyddau eraill y disgwylir yn rhesymol i allu cyflawni’r rôl.   Manyleb person  Dylai’r ymgeisydd llwyddiannus fod yn gyfrifydd CCAB cymwys gyda phrofiad ers cymhwyso, neu fel arall yn gymwys drwy brofiad perthnasol mewn sefydliad di-elw o faint tebyg.  Sgiliau a phrofiad  Hanfodol   * Cyfrifydd cymwys * Profiad o reoli ariannol llwyddiannus a chreadigol mewn swydd uwch yn y sector masnachol neu ddi-elw * Yn deall TG, gyda sgiliau Excel rhagorol a phrofiad o ddefnyddio Pecynnau Cyfrifeg Integredig * Yn gyfarwydd â Phecyn Cyfrifeg Sage * Profiad sylweddol ym maes cyfrifeg ariannol a TAW * Gwybodaeth am SORPau amrywiol * Profiad o greu cyfrifon rheolaeth a chyfrifon terfynol, a rheoli archwiliad * Y gallu i arwain, rheoli, cefnogi a chymell staff * Y gallu i gyfarwyddo gwaith adran allweddol a gweithio ar eich liwt eich hun * Sgiliau cyfathrebu rhagorol yn ysgrifenedig ac ar lafar * Sgiliau dadansoddi a dehongli rhagorol, yn sgil profiad o reoli a dehongli data cymhleth yn barod i’w gyflwyno i ymddiriedolwyr a thîm rheoli * Sgiliau adeiladu perthynas, dylanwadu a rhwydweithio o fewn y sefydliad yn gyffredinol, a gyda rhanddeiliaid eraill   Dymunol   * Profiad o wneud cais am Ryddhad Treth Theatr a cheisiadau am Rodd Cymorth * Profiad o gyflogres * Wedi derbyn addysg i lefel gradd mewn disgyblaeth berthnasol * Profiad o ddarparu cymorth gweithredol a datblygu systemau TG * Y gallu i gyfathrebu yn Gymraeg, yn ysgrifenedig ac ar lafar.   Gwerthoedd y Cwmni  Mae’n hanfodol bod bob aelod o staff yn ddyfal yn hyrwyddo gwerthoedd y Cwmni. Dyma’r chwe gwerth:  Chwilfrydig ac Arloesol  Cynhwysfawr ac Amryddawn  Cydweithredol ac Uchelgeisiol  Telerau ac amodau  Mae’r telerau ac amodau’n berthnasol i benodiad llawn amser. Yn achos penodiad ar y cyd neu rannu swydd, byddai negodi arnynt.  Cyflog: £35,000 y flwyddyn pro rata (60%)  Peniswn: Mae CDCCymru ar hyn o bryd yn cyfrannu 5% o gyflog i bensiwn gyda chwmni Royal London, yn ddibynnol ar weithwyr yn rhoi cyfraniad hafal  Contract: Contract gwaith parhaol  Oriau: Rhan-amser, yn gyfwerth â 3 diwrnod yr wythnos, yn ddelfrydol wedi eu rhannu dros 4 diwrnod. Mae TOIL ar gael ar gyfer oriau a weithir y tu hwnt i’r cyffredin.  Lleoliad gwaith: Caerdydd. Disgwyliwn i ddeiliad y swydd fyw’n lleol.  Gwyliau: 28 diwrnod y flwyddyn pro rata ac 8 niwrnod o wyliau cyhoeddus (rhaid cymryd 3 o’r rhain rhwng y Nadolig a’r Flwyddyn Newydd)  Bydd unrhyw gynnig cyflogaeth yn destun derbyn:  • Geirdaon boddhaol  • Tystiolaeth o’r hawl i weithio yn y DU, fel y’i diffiniwyd gan y Swyddfa Gartref  Bydd cyfnod prawf o dri mis, a chaiff cyfarfodydd monitro rheolaidd eu cynnal gyda chynrychiolwyr perthnasol.  Sut i wneud cais  Gwnewch gais drwy gyflwyno’r ffurflen gais.  Nodwch os ydych yn wladolyn yr UE neu os byddwch angen fisa.  Dyddiad cau ar gyfer ceisiadau 9am, 17 Hydref 2018. Hysbysir ymgeiswyr a wahoddir i gyfweliad erbyn 5pm ar 19 Hydref.  Cynhelir cyfweliadau ar 23 a 25 Hydref 2018.  E-bostiwch Kelly Twydale ar kelly@ndcwales.co.uk i ofyn am y pecyn hwn yn Gymraeg neu mewn fformat gwahanol. |