



Grŵp
**Llandrillo
Menai**

GRŴP LLANDRILLO MENAI

SWYDD DDISGRIFIAD

TEITL Y SWYDD: CLERC LLYFR PRYNIADAU

GRADDFA: GRADDFA 4 - £12, 376 - £13, 470 Y FLWYDDYN

STATWS: 21 AWR YR WYTHNOS

LLEOLIAD: PWLLHELI, BANGOR NEU
LLANDRILLO-YN-RHOS

YN ATEBOL I'R:

Cyfarwyddwr Cyllid Cynorthwyol

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

1 Y System Brynu

1.1 Prosesu anfonebau prynu gan gynnwys anfonebau'r storfeydd a'r ystâd ar y system gyllid ar gyfer Coleg Meirion-Dwyfor a'r Adran Ystadau.

1.2 Prosesu nodion credyd ar y system gyllid.

1.3 Llenwi'r bwlch pan nad yw'r clerc llyfr pryniadau sy'n gyfrifol am Goleg Menai a Choleg Llandrillo ar gael.

2 Credydwy

2.1 Cynorthwyo gyda'r gwaith o ddadansoddi hen gredydwy.

2.2 Cysoni cyfriflenni cyflenwyr â chofnodion cyllid y Coleg.

3 System Proactis

3.1 Ateb cwestiynau'n ymwneud â defnyddio Proactis i brosesu archebion ac anfonebau.

3.2 Cynorthwyo staff i ddefnyddio Proactis i archebu ac anfonebu.

4 Cardiau Credyd y Grŵp

4.1 Cynorthwyo gyda'r gwaith o weinyddu cardiau credyd y Grŵp.

4.2 Codio'r trafodion ar gardiau credyd yr adran Gyllid.

5 Dyletswyddau eraill ar gais y Cyfarwyddwr Cyllid Cynorthwyol.

MANYLEB DEILIAD Y SWYDD:

Nodweddion hanfodol:

1. 5 TGAU, a rhaid i ddwy ohonynt gynnwys Saesneg a Mathemateg
2. Addysg hyd at Lefel A mewn pynciau perthnasol
3. Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg
4. Y gallu i weithio mewn tîm
5. Gwybodaeth ymarferol dda o Excel a Word



GRŴP LLANDRILLO-MENAI

JOB DESCRIPTION

POST TITLE: PURCHASE LEDGER CLERK

GRADE: SCALE 4 - £12, 376 - £13, 470 PER ANNUM

STATUS: 21 HOURS PER WEEK

LOCATION: PWLLHELI, BANGOR OR
LLANDRILLO-YN-RHOS

LINE MANAGEMENT ACCOUNTABILITY:

Assistant Director of Finance

MAIN DUTIES AND RESPONSIBILITIES:

1 Purchases System

1.1 Processing purchase invoices including stores and estates invoices onto the finance system for Coleg Meirion Dwyfor and the Estates Department.

1.2 Processing credit notes onto the finance system.

1.3 To provide cover for the purchase ledger clerk covering Coleg Llandrillo and Coleg Menai.

2 Creditors

2.1 Providing assistance with the analysis of aged creditors.

2.2 Reconciling supplier statements to the College finance records.

3 Proactis System

3.1 Answer queries in respect of using Proactis to process orders and invoices.

3.2 Assist staff in using Proactis for orders and invoices

4 Grwp Credit Cards

4.1 Assist with the administration of the Grwp credit cards.

4.2 To code the transactions on the Finance department credit cards

5 Other duties as requested by the Assistant Director of Finance

PERSON SPECIFICATION:

Essential qualities:

1 Five GCSE passes, two of which must include English and Mathematics

2 Educated to A Level standard in relevant subjects.

3 Ability to communicate effectively in Welsh and English

4 The ability to work as part of a team.

5 Good working knowledge of Excel and Word.