

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadrann/Adran	Cyllid
Adran	Cyfrifyddu Ariannol
Teitl y Swydd	Cynorthwydd Partneriaethu Busnes Cyllid Addysg a Gwella Iechyd Cymru (AaGIC)
Yn atebol i	Uwch Bartner Busnes Cyllid
Gradd	OA4

Prif Atebolrwydd

Fel rhan o gytundeb gyda Addysg a Gwella Iechyd Cymru (AaGIC) i ddarparu rhaglenni sy'n cael eu hariannu gan y GIG o fewn Nyrso a Iechyd Perthynol, bydd deiliad y swydd yn sicrhau bod data cywir yn cael ei gynnal ar gyfer ariannu a bwrseriaethau ar gyfer myfyrwyr sydd wedi ymrestru ar raglenni sy'n cael eu hariannu gan Addysg a Gwella Iechyd Cymru (AaGIC) ym Mhrifysgol Wreccsam, fydd yn ei dro yn gyrru cyfran sylweddol o incwm ffioedd dysgu'r Brifysgol.

Bydd hyn yn cynnwys arwain ar gyflunio a chynnal cywirdeb data statws ariannu o fewn y System Cofnod Myfyriwr, paratoi cysoni ac atodlenni sy'n berthnasol i brosesu anfonebau a thalu bwrseriaethau, yn ogystal â gweithredu fel pwynt cyswllt ar gyfer ymholiadau sy'n gysylltiedig gyda chymhwysedd ariannu a bwrseriaethau ar gyfer rhaglennu AaGIC.

Yn ogystal, bydd deiliad y swydd yn gyfrifol am ddatblygu prosesau sy'n berthnasol i gasglu, cofnodi a chynnal gwybodaeth fanwl gywir o garfannau sy'n graddio pan fyddant yn sicrhau cyflogaeth wrth raddio.

Bydd yn ofynnol i ddeiliad y swydd gadw mewn cyswllt rheolaidd gyda myfyrwyr dros amrywiaeth o sianelau cyfathrebu gan gynnwys wyneb yn wyneb, dros y ffôn ac e-bost a disgwylir iddynt feithrin dealltwriaeth dda o'r garfan AaGIC.

Yn ogystal, bydd deiliad y swydd yn arwain ar adrodd yn flynyddol ar gyrfff proffesiynol megis Cyngor Nyrso a Bydwreigiaeth ac AaGIC ar ddata sy'n gysylltiedig â chwblhau, deilliannau graddio a lleoliad cyflogaeth wrth raddio ar gyfer carfannau AaGIC.

Ochr yn ochr â hyn, bydd deiliad y swydd yn rhan o dîm ehangach sy'n darparu ystod o gefnogaeth ariannol, dadansoddi ac adrodd sy'n cefnogi blaenoriaethau'r Brifysgol a bydd gofyn iddynt gynorthwyo gyda hyn yn ôl y gofyn.

Mae'n ofynnol i ddeiliad y swydd feithrin perthnasoedd a phartneriaethau ystyrion gydag ystod eang o randdeiliaid, yn fewnol yn y Brifysgol ac oddi allan iddi. Mae'r rhanddeiliaid allanol yn

cynnwys myfyrwyr, staff AaGIC, staff GIG, archwilwyr allanol a chyrrff proffesiynol allanol megis Cyngor Nyrsio a Bydwreigiaeth.

Mae'r rhanddeiliaid mewnol yn cynnwys staff Gweinyddu'r Gyfadran, Cynllunio Strategol ac Adrodd, Derbyniadau ac Ymrestru, Gweinyddu Myfyrwyr, Ariannu a Chyngor Ariannol, Cyfrifon sy'n Ddyledus a Chyfrifon i'w Derbyn.

Tasgau Allweddol

1. Gweithredu fel pwynt cyswllt ar gyfer oll ymholiadau gweinyddol AaGIC gan staff a myfyrwyr fel ei gilydd o fewn y Brifysgol a rhanddeiliaid allanol megis AaGIC (e.e. adrodd wrth AaGIC, newid amgylchiadau, statws ariannu, costau teithio a.y.y.b).
2. Adnabod, cofnodi a chynnal statws ariannu myfyrwyr o fewn y System Cofnod Myfyriwr ar gyfer myfyrwyr sydd wedi ymrestru ar raglenni sy'n cael eu hariannu gan AaGIC.
3. Cymeradwyo statws ariannu ac adnabod unrhyw newidiadau mewn cronfeydd data allanol (System Dyfarniadau Myfyrwyr GIG - SAS).
4. Gweithio'n rhagweithiol gyda myfyrwyr cyn ac wedi ymrestru er mwyn sicrhau eu bod yn gallu cael mynediad at y cyllid AaGIC y mae ganddynt yr hawl iddo.
5. Paratoi, adolygu a darparu Cyfrifon Taladwy ynghyd ag adroddiad misol ar daliadau bwrseriaethau sydd i'w gwneud i fyfyrwyr cymwys.
6. Paratoi, adolygu a chymeradwyo hawliadau teithio a lleoliad gan fyfyrwyr AaGIC, ynghyd ag adrodd yn fisol i AaGIC.
7. Sicrhau bod adroddiadau misol manwl gywir yn cael eu darparu i Gweinyddu Myfyrwyr a Chynllunio Strategol (SPSA) ar statws ariannu yr holl fyfyrwyr sydd wedi ymrestru ar gyrsiau AaGIC.
8. Arwain ar adrodd yn flynyddol ar gyrrff proffesiynol (e.e. Cyngor Nyrsio a Bydwreigiaeth) ac AaGIC ar ddata sy'n gysylltiedig â chwblhau, megis manylion am fyfyrwyr sy'n graddio a lle maent wedi llwyddo i sicrhau cyflogaeth wrth raddio.
9. Sicrhau bod anfonebu ar gyfer ffioedd dysgu yn cael ei brosesu'n gywir ac yn amserol gan Gyfrifon sy'n cael eu Derbyn ar gyfer pob carfan ar amrywiol adegau drwy gydol y flwyddyn.
10. Paratoi cysoni ariannol misol rhwng y cyllid a dderbyniwyd a'r anfonebau sy'n cael eu dosbarthu gan AaGIC, Cwmnïau Benthyciadau Myfyrwyr a Myfyrwyr.
11. Paratoi cysoni ariannol misol rhwng SAS y GIG a system Ariannol y Brifysgol.
12. Cynorthwyo i gynnal rhagolwg misol treiglol cywir o niferoedd y myfyrwyr er mwyn darparu gwybodaeth i ragolygon incwm ariannol y Brifysgol ar gyfer y flwyddyn bresennol a'r blynyddoedd sydd i ddod.
13. Cynorthwyo i sicrhau bod prosesau ariannol diwedd mis a diwedd blwyddyn yn cydymffurfio â gofynion statudol a Rheoliadau Ariannol y Brifysgol.
14. Darparu gwybodaeth i archwilwyr mewnol ac allanol yn ôl yr angen.

15. Sicrhau bod yr ymarfer orau yn cael ei chynnal drwy gydol yr amser.

16. Ymgymryd â hyfforddiant i sicrhau bod lefelau priodol o ymwybyddiaeth ariannol ar gyfer staff ar waith ar bob lefel.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a geir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o ansawdd yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyffredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: Cynorthwydd Partner Busnes Ariannol Rhaglenni AaGIC

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Galluoedd	1.1	Gallu dadansoddi a dehongli data o amrywiaeth o ffynonellau	Ff, C, P	H
		1.2	Sgiliau trin data rhagorol gan ddefnyddio Excel	Ff, C, P	H
		1.3	Gallu meithrin perthynas empathetig gyda myfyrwyr ochr yn ochr â meithrin a chynnal cysylltiadau proffesiynol a pherthynas waith gyda sefydliadau allanol.	Ff, C	H
		1.4	Sylw rhagorol i fanylion, gallu gweithio'n drefnus a chynnal y safonau uchaf o gywirdeb, cysondeb a thrylwyrdd.	Ff, C	H
		1.5	Gallu rheoli llwyth gwaith a chyflawni gofynion a boddhau terfynau amser.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad o brosesau a gweithdrefnau ariannol a chyfrifeg rheoli.	Ff, C	D
		2.2	Profiad o fecanweithiau a phrosesau cyllid myfyrwyr.	Ff, C	D
3	Addysg a Hyfforddiant	3.1	AAT Lefel 3 neu wedi cymhwyso'n rhannol â CCAB	Ff, C, Rh	H
		3.2	Addysg hyd at lefel gradd neu brofiad perthnasol cyfwerth.	Ff, C, Rh	D

4	Profiad Perthnasol	4.1	Y gallu i reoli data yn Excel	Ff, C	H
		4.2	Profiad o weithio gyda systemau cyllid myfyrwyr.	Ff, C	D
		4.3	Profiad o weithio o fewn y sectorau Addysg Uwch neu Bellach.	Ff, C	D
5	Gofynion Arbennig	5.1	Unigolyn sy'n meddu ar ddeinamigrwydd bersonol, ac sy'n arddangos brwdfrydedd, arloesedd a menter.	Ff, C	H
		5.2	Gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir canlyniadau yn effeithiol.	Ff, C	H
		5.3	Gallu cyfathrebu yn yr iaith Gymraeg.	Ff, C	D
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol



Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Finance
Section	Financial Accounting
Job Title	Finance Business Partnering Assistant HEIW Programmes
Reports to	Senior Finance Business Partner
Grade	OA4

Principal Accountabilities

As part of a contract with Health Education and Improvement Wales (HEIW) to deliver NHS funded programmes within Nursing and Allied Health, the post-holder will ensure that accurate data is maintained on funding and bursaries for students enrolled on HEIW-funded programmes at Wrexham University, which in turn drives a significant portion of the University's tuition fee income.

This will include leading on compiling and maintaining the accuracy of funding status data within the Student Record System, preparing reconciliations and schedules relating to invoice processing and bursary payment, as well as serving as a point of contact for queries relating to funding and bursary eligibility for HEIW programmes.

Additionally, the post-holder will be responsible for developing processes relating to collecting, recording and maintaining accurate information from graduating cohorts on where they secure employment on graduation.

The post-holder will be required to be in regular contact with students over a variety of communication channels including face-to-face, telephone and email and is expected to build a deep understanding of the HEIW cohort.

Additionally, the post-holder will lead on annual reporting to professional bodies such as the Nursing and Midwifery Council and HEIW on data relating to completions, graduation outcomes and location of employment on graduation for HEIW cohorts.

Alongside this, the post-holder will work as part of a wider team that provides a range of financial support, analysis and reporting that supports the University's priorities and will be required to assist with this as required.

The post-holder is required to build relationships and partnerships with a wide variety of stakeholders both internal and external to the University. External stakeholders include students, HEIW staff, NHS staff, external auditors and external professional bodies such as the Nursing and Midwifery Council.

Internal stakeholders include staff in Faculty Administration, Strategic Planning and Reporting, Admissions and Enrolment, Student Administration, Funding and Money Advice, Accounts Payable and Accounts Receivable

Key Tasks

17. To act as a point of contact for all HEIW administrative queries from both staff and students within the University and external stakeholders such as HEIW (e.g. reporting to HEIW, change of circumstance, funding status, travel claims etc).
18. To identify, record and maintain student funding statuses within the Student Record System for students enrolled on HEIW funded programmes.
19. To approve funding statuses and identify any changes in external databases (NHS' Student Awards System SAS).
20. To proactively work with students both before and after enrolment to ensure that they are able to access the HEIW funding they may be entitled to.
21. To prepare, review and provide Accounts Payable with a monthly report on bursary payments to be made to eligible students.
22. To prepare, review and approve travel and placement claims from HEIW students, along with monthly reporting to HEIW.
23. To ensure that accurate monthly reports are provided to Strategic Planning and Student Administration (SPSA) on the funding statuses of all students enrolled on HEIW courses.
24. To lead on annual reporting to professional bodies (e.g. Nursing and Midwifery Council) and HEIW on completions-related information such as details of students graduating and where they have secured employment on graduation.
25. To ensure that tuition fee invoicing is processed accurately and on a timely basis by Accounts Receivable for each intake at various points throughout the year.
26. To prepare monthly financial reconciliations between funding received and invoices issued to HEIW, Student Loan Companies and Students.
27. To prepare monthly financial reconciliations between the NHS' SAS and University's Finance system.
28. Assist to maintain an accurate rolling monthly forecast of student numbers to inform the University's financial income forecasts for the current and future years.
29. Assist that month-end and year-end finance processes comply with statutory requirements and University Financial Regulations.

30. Provide information to internal and external auditors when required.
31. Ensure best practice is maintained at all times.
32. Undertake training to ensure the appropriate levels of finance awareness for staff are in place at all levels.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title:

Finance Business Partnering Assistant HEIW Programmes

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to analyse and interpret data from a variety of sources	A, I, T	E
		1.2	Excellent data manipulation skills using Excel	A, I, T	E
		1.3	Able to build an empathetic relationship with students alongside building and maintaining professional relationships with external organisations.	A, I	E
		1.4	Excellent attention to detail, ability to work independently, methodically and maintain consistency and thoroughness.	A, I	E
		1.5	Ability to manage workload and competing demands and to meet deadlines.	A, I	E
2	General & Specialist Knowledge	2.1	Financial operation processes and management accounting processes.	A, I	D
		2.2	Student funding mechanisms and processes.	A, I	D
3	Education & Training	3.1	AAT Level 3 or part qualified CCAB	A, I, C	E
		3.2	Educated to degree level or equivalent relevant experience.	A, I, C	D
4	Relevant Experience	4.1	Ability to manage data in Excel	A, I	E
		4.2	Experience of working with student funding systems.	A, I	D
		4.3	Experience of working within the Higher or Further Education sectors.	A, I	D

5	Special Requirements	5.1	Personal dynamism demonstrating drive, innovation and initiative.	A, I	E
		5.2	Ability to work and respond within challenging timeframes adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A, I	E
		5.3	The ability to communicate in the Welsh language.	A, I	D
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

