



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: COLEG MEIRION-DWYFOR, PWLLHELI**

**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 Credydwyr**

**2.1** Cynorthwyo gyda'r gwaith o ddadansoddi hen gredydwyr.

**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



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**JOB DESCRIPTION**

**POST TITLE: PURCHASE LEDGER CLERK**

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

**STATUS: 21 HOURS PER WEEK**

**LOCATION: COLEG MEIRION DWYFOR, PWLLHELI**

**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.