

Yn dilyn dyrchafiad mewnol mae gennym gyfle cyffrous i Gynorthwydd Cyfrifon ymuno â'n hadran gyfrifon brysur. Mae'r rôl hon yn cynnig ymwneud â chyfrifon ariannol a chyfrifon rheoli o fewn cyflogwr mwy o faint ac amrywiol a gallai fod yn gyfle dilyniant ar eich taith broffesiynol os ydych chi'n rhannol gymwysedig ar hyn o bryd. Os ydych chi'n frwdfrydig ac wedi ymrwymo i yrfa ym maes cyllid, gallai hyn fod yn rôl i chi.

## Cynorthwydd Cyfrifon

- Manylion Cyflog:** Graddfa: BS12 - 18 BAR 19 - 21  
Ar hyn o bryd £18,666 - £21,189 BAR £21,446 - £22,995
- Oriau Gwaith:** 37 awr dros 5 diwrnod
- Math o Gontract:** Cyflogedig - Parhaol
- Cymwysterau:** Yn ddelfrydol, bydd gennych gymhwyster ariannol perthnasol (AAT yn ddelfrydol) neu'n gweithio tuag ato ar o leiaf lefel 3. Os nad oes gennych gymhwyster felly, bydd y Coleg yn eich cefnogi chi i gyflawni hyn o fewn amserlen y cytunwyd arni.
- Profiad:** Mae'n hanfodol bod â phrofiad diweddar, perthnasol o weithio mewn rôl sy'n gysylltiedig â chyllid.

### Manylion:

Bydd gweithgareddau o ddydd i ddydd yn cynnwys: adrodd ar y gyllideb, paratoi cyfrifon rheoli, Ffurflenni TAW a chysoniadau Mantolen.

Mae'r gallu i gyfathrebu'n effeithiol a blaenoriaethu tasgau yn hanfodol, ynghyd â sgiliau TG rhagorol gan gynnwys hyfedredd wrth weithio â Microsoft Excel a defnyddio meddalwedd ariannol. Mae angen rhywun sy'n ymfalchïo mewn cwblhau eu gwaith i safon uchel arnom, gyda sylw manwl i fanylion wrth weithio tuag at a chw'rdd â therfynau amser heriol. Yn yr un modd â'r mwyafrif o swyddi sy'n gysylltiedig â chyllid, mae'n hanfodol gweithio'n hyblyg ar adegau penodol yn ystod y flwyddyn academaidd.

Mae Coleg Sir Benfro yn croesawu ceisiadau yn enwedig gan: ymgeiswyr sydd â sgiliau cyfathrebu llafar Cymraeg da / ymgeiswyr ag anableddau / Milwyr Wrth Gefn y Lluedd Arfog / ymgeiswyr rhannu swyddi.

**Dyddiad Cau: Hanner nos, Nos Sul 22 Awst 2021**

Following an internal promotion we have an exciting opportunity for an Accounts Assistant to join our busy accounts function. This role offers exposure to both financial and management accounts within a highly diverse, larger employer and could be a progression opportunity on your professional journey if you are currently part qualified. If you are energetic and enthusiastic and committed to a career in finance this could be the role for you.

## Accounts Assistant

- Salary Details:** Scale: BS12 - 18 BAR 19 - 21  
Currently £18,666 - £21,189 BAR £21,446 - £22,995
- Hours of Work:** 37 hours worked over 5 days
- Contract Type:** Salaried – Permanent
- Qualifications:** You will preferably hold or be working towards a relevant financial qualification (ideally AAT) at minimum of level 3. If not held, the College will support you in achieving this within an agreed timescale.
- Experience:** It is essential to have recent, relevant experience of working in a finance related role.

### Details:

Day to day activities will include: budget reporting, preparation of management accounts, VAT Returns and Balance Sheet reconciliations.

The ability to communicate effectively and prioritise tasks is essential, as are excellent IT skills including proficiency in Microsoft Excel and the use of financial software. We need someone who takes pride in completing their work to a high standard with close attention to detail whilst working towards and meeting challenging deadlines. As with most finance related posts, flexible working at specific times during the academic year is essential.

Pembrokeshire College particularly welcomes applications from: applicants with good Welsh language verbal communication skills / applicants with disabilities / Armed Forces Reservists / job share applicants.

**Closing Date: Midnight, Sunday 22nd August 2021**