



Cynorthwydd Gweinyddol a Chyllid / Administration & Finance Assistant

£18,000 pro rata

22.5 h/w, 18 month Fixed Term Contract with possibility of extension

Based Tir Coed office, Aberystwyth

1. Cyflawni dyletswyddau gweinyddiaeth swyddfa megis - printio, ffeilio, postio, monitro cyflenwadau swyddfa, diweddarau calendrau, ac ateb y ffôn.
 2. Cynorthwyo'r Rheolwr Cyllid â thasgau beunyddiol.
 3. Cynorthwyo'r Cyfarwyddwr â thasgau beunyddiol o ran gweinyddiaeth a chadw cofnodion.
 4. Cynorthwyo'r Cydlynwyr Prosiect a'r Mentoriaid drwy fewnbynnu data a chofnodi gweithgareddau.
 5. Cynorthwyo'r Rheolwr Achrediad a'r Cynorthwywr Achrediad o bryd i'w gilydd â gweithlyfrau a chadw cofnodion.
 6. Cymryd cofnodion yn ystod cyfarfodydd tîm, cyfarfodydd Bwrdd, a chyfarfodydd rhanddeiliaid.
 7. Cyflawni tasgau eraill fel y gellir gofyn yn rhesymol o bryd i'w gilydd.
 8. Rheoli amser yn effeithiol rhwng yr holl dasgau a disgwyliadau.
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1. To complete office administration duties such as - printing, filing, mailing, monitoring office supplies, updating calendars, and answering the phone.
 2. To support the Finance Manager with day to day tasks.
 3. To support the Director day to day administration and record keeping tasks.
 4. To support the Project Coordinators and Mentors by inputting data and recording activities.
 5. To occasionally support the Accreditation Manager and Accreditation Assistant with workbooks and record keeping.
 6. To take minutes during team meetings, Board meetings, and stakeholder meetings.
 7. To complete other tasks as may reasonably be required from time to time.
 8. To time-manage effectively between all tasks and expectations.

KEY WORK AREAS:

Administrative Support:

- Acting as a first point of contact to the office, answering the phone, responding to email enquiries, meeting and greeting visitors.
- Scanning documents to upload onto the Active Inclusion database.
- Entering information from documents into the Tir Coed database.
- Keeping accurate records of activities, tutors and participants, including managing a shared calendar of all activities.
- Filing papers in an efficient and timely manner, including the safe storage of records for funders and finance.
- Inputting financial records into Tir Coed systems under the supervision of the Finance Manager.

Team support:

Support the Finance Manager with logging receipts and invoices, collecting timesheets from other staff, and compiling participant outputs for annual and interim funding reports.

- Support the administrative activities of Project Coordinators, Mentors, particularly around keeping accurate timesheets and records of participant progress.
- Support the administrative activities of the Director, particularly around taking records of meetings and keeping an accurate calendar of funding dates, staff holiday, CRB checks, insurance etc.
- Support with the recording of tool locations and the purchase of tools & equipment;
- Support the administrative activities of the Accreditation Manager, providing assistance with scanning, photo printing, adding logo's to paperwork, printing booklets in the absence of the Accreditation Assistant / during busy periods.
- Occasional support to other team members and to participants, volunteers, and tutors on administrative matters from time to time.

Project monitoring:

- Supply information for the Tir Coed Finance Manager to undertake financial monitoring
- Complete timesheets, travel claims, and other reports as required in a timely manner
- Attend meetings outside the Tir Coed office with our partners, from time to time.
- Attend Tir Coed Team meetings in Aberystwyth.
- To identify any barriers to the successful delivery of projects, and to agree on any remedial and improvement actions that are necessary.

- Contribute to the monitoring of the Project and Participants, ensuring that the Outputs and Outcomes agreed with each funder are being met.

Health and safety:

- Safeguard the health, safety and wellbeing of oneself, visitors, and any others using the Tir Coed office.
- When needed, make others aware of the need to safeguard participants and the potential difficulties around working with vulnerable people.
- Book appropriate training courses for team members to ensure that their skills are kept up to date.

SGILIAU A GALLUOEDD:

Mae'r disgrifiadau canlynol yn nodi lefel y perfformiad a ofynnir ar ôl cyfnod normal o ddysgu a hyfforddiant. Bydd y Bwrdd yn chwilio am dystiolaeth bod gennych y gallu i berfformio ar y lefel hon.

YN HANFODOL:

- Un flynedd o brofiad mewn swyddogaeth debyg.
- Sgiliau TG rhagorol, gan gynnwys profiad o ddefnyddio Microsoft Word, Outlook, Excel, PowerPoint.
- Gallu cadw cofnodion manwl gywir, systemau ffeilio clir, a gallu mewnbynnu data a manylion yn gyflym ac yn lân i gronfeydd data.
- Dealltwriaeth sylfaenol o weinyddiaeth fusnes, rheolaeth ariannol a systemau cofnodi prosiectau.
- Hunanysgogol, trefnus iawn a gallu cynllunio ymhell ymlaen llaw a gweithio i derfynau amser.
- Sgiliau Cymraeg rhesymol (gallu ateb y ffôn yn hyderus, cwblhau sgysysau syml, ysgrifennu darnau byr â chymorth, a darllen testunau cyffredin).
- Sgiliau Saesneg cryf.
- Gweithio'n dda mewn tîm a chyfathrebu'n eglur.
- Gallu trefnu a rheoli amser yn effeithiol, gan gadw at derfynau amser lle bo angen
- Gallu gweithio'n annibynnol ac yn drefnus
- Defnydd blaenorol o rwydweithiau cyfryngau cymdeithasol at weithgareddau hyrwyddo.

YN DDYMUNOL:

- Tair flynedd o brofiad mewn swyddogaeth debyg.
- Medru sgwrsio'n rhugl ac ysgrifennu i safon uchel yn y Gymraeg
- Profiad blaenorol o ddiweddarau a rheoli gwefan.
- Profiad o raglenni sy'n cael eu hariannu



- Dealltwriaeth o goetiroedd a rheolaeth coetiroedd, y gwaith sydd ynghlwm ag arferion rheolaeth cynaliadwy a buddion cymdeithasol coetiroedd
- Bod yn gyfarwydd â Tir Coed.
- Trwydded yrru gyfredol a'ch cludiant preifat eich hun.

Awch i gefnogi cymunedau Cymreig, a gwella coetiroedd at ddibenion amgylcheddol, cymdeithasol ac economaidd.

QUALIFICATIONS AND EXPERIENCE:

The following competencies are

ESSENTIAL:

- At least one years' experience in a similar role.
- Excellent IT skills, including experience in the use of Microsoft Word, Outlook, Excel, PowerPoint.
- Able to input data accurately and quickly into Excel and bespoke databases.
- Basic understanding of business administration, financial management and project recording systems.
- Reasonable Welsh language skills (able to answer the phone confidently, complete simple conversations, write short pieces with support, and read day to day texts).
- Strong English language skills.
- Good team worker and clear communicator.
- The ability to organise and time-manage effectively, meeting deadlines where necessary.
- The ability to work independently and methodically.

DESIRABLE:

- At least three years' experience in a similar role.
- The ability to converse fluently and write to a high standard of Welsh
- Experience of funded programmes
- Understanding of woodlands and woodland management, the work involved in sustainable management practices and the social benefits of woodlands
- Familiarity with Tir Coed.

SKILLS AND ABILITIES:

The following descriptions set out the level of performance that will be required after a normal learning and training period. The board will be looking for evidence that you have the ability to perform at this level.



Administration:

The post holder will be able to keep accurate records, clear filing systems, and be able to input data and details quickly and cleanly into a number of different databases. The post holder will understand the basics of funders requirements and will be able to support the provision of records and evaluation information in a timely manner.

Coordination:

The post holder will work closely with the whole team to gather information and request details / paperwork. The post holder will show an awareness of working around team members' schedules and hours and will plan their work to maximise effectiveness.

Communication:

The ability to communicate with a wider range of people who may make enquiries, both in English and Welsh. The ability to communicate clearly and accurately to team members about the records needed and to help team members locate information quickly and easily.

Planning and organising work:

You must be self-motivated, highly organised and have the ability to plan well ahead and work to deadlines. You will be expected to work on several tasks at any one time and with multiple team members over the week, including fitting work around meetings and busy schedules. You will therefore possess excellent organisational skills and be able to provide regular updates on your work at monthly team meetings.

Other:

A passion to support Welsh communities, and improve woodlands for environmental, social and economic purposes is desirable.

Holding a current driving licence and having your own private transport which is insured for business use will be an asset, as some of your work will involve visiting site activities in rural locations, and going to meetings.

ADDITIONAL INFORMATION:

Salary:

The salary is £18,000 pro rata and is paid monthly in arrears.

Hours:



This is a part-time post based on 18-22 hours per week. Flexible working may be agreed by arrangement. If attendance on a non-working day is required in addition to normal working hours, time off in lieu may be given. These hours may increase over time.

Annual Leave:

The post holder will have 28 days annual leave a year pro-rata, including statutory holidays.

Probation Period:

A Probation period of 3 months will apply, ending with a meeting with the Tir Coed Executive Director and / or Chairman of Trustees to ensure the post-holder is right for the post.

Location:

Location of the post will be at Tir Coed's Aberystwyth Office.

Travel and Subsistence:

Where staff are required to travel by road on official business, outside of travel to normal work locations, there will be provision of a mileage allowance of 40p per mile for the use of a private vehicle.