

Come and join the team!

ADVERT

Counter Fraud Officer

Are you a Counter Fraud Professional or Internal Auditor looking to take up a new challenge? Monmouthshire has a new opportunity that could be right for you, working within our Internal Audit Team to strengthen our Counter Fraud arrangements.

The Counter Fraud Officer will be responsible for identifying, investigating, and mitigating fraudulent activities within the organization. This role will involve analysing data, monitoring transactions, and implementing strategies to help prevent fraud. You will work closely with various departments to ensure compliance with regulatory requirements and to safeguard the organisation's assets and people, conducting investigations where necessary.

You will be a key member of the Internal Audit Team in processing intelligence data to ensure an effective corporate response in identifying fraud within council systems at an early stage.

We are looking for someone with passion and experience, capable of working under their own initiative to help champion the Counter Fraud arrangements across the Council. If you are someone who thrives in this environment, is proactive and has excellent IT and communication skills this could be the role for you.

POST ID: RAD15
LOCATION: County Hall, Usk
GRADE: BAND I SCP 31 – SCP 35 £39,186 - £ 43,421
HOURS: 37 Per Week.
TEMPORARY: No
DBS CHECK: Yes – Standard Disclosure & Barring Service Check
CLOSING DATE: 12 noon on 14th October 2024

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: Counter Fraud Officer

PERMANENT

POST ID: RAD15

GRADE: BAND I SCP 31 – SCP 35 £39,186 - £ 43,421

HOURS: 37 Per Week

WORK PATTERN: Typically Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm.
Flexible working with agreement of line manager.

LOCATION: County Hall, Usk.
Which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check;

(a) Standard

RESPONSIBLE TO: Chief Internal Auditor

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

The Internal Audit Team.....Who are we?

The mission of the wider Internal Audit team is to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight. We are an independent, objective assurance and consulting activity designed to add value and improve the Councils operations. We are a small and supportive team of 6, headed up by the Chief Internal Auditor, who audit across all areas of the Council. Our aim is to provide assurance on the effectiveness of internal control, governance and risk management arrangements, ensure that Council assets are protected, value for money obtained and we 'protect the public purse'.

The Purpose of this Role:-

The Counter Fraud Officer is responsible for identifying, investigating, and mitigating fraudulent activities within the organization. This role involves analysing data, monitoring transactions, and implementing strategies to prevent fraud. The Fraud Officer will work closely with various departments to ensure compliance with regulatory requirements and to protect the organisation's assets. Overall this role will ensure that the arrangements for preventing and detecting fraud in Monmouthshire County Council is effective.

You will be a key member of the Internal Audit Team in processing intelligence data to ensure an effective corporate response in identifying fraud within council system at an early stage.

- To support the Chief Internal Auditor in providing and developing a professional counter fraud service across the Council.
- Support the Chief Internal Auditor in developing and delivering the Councils Counter Fraud Action Plan ensuring the key risk areas are covered and that assurance can be given on the effectiveness of the internal control environment, governance arrangements and risk management within the Council to Senior Management.
- To assist the Chief Internal Auditor in promoting Counter Fraud and the Internal Audit Section, fostering good working relationships to improve Monmouthshire's service delivery.
- To take a proactive role in fraud prevention and detection across the Authority.
- Investigate both proactive and reactive fraud cases and gather evidence.
- Collaborate with law enforcement agencies, other local authorities and external parties during investigations under the direction of the Chief Internal Auditor.
- Prepare detailed reports on investigation findings and recommend corrective actions.
- To undertake high risked audit jobs in accordance with the annual audit plan when required.
- Monitor and analyse transactions to identify suspicious activities.
- Develop and implement fraud detection tools and techniques.
- Conduct regular audits and risk assessments to identify potential fraud risks.
- To assist as required with the planning, control, supervision and review of the work of more junior colleagues.
- To assist in providing professional and technical advice on a wide range of day-to-day financial and non-financial matters.
- To assist in the development of financial procedures and counter fraud documentation to enhance the quality of work undertaken within the Authority.
- To provide training to staff and elected members in relation to financial controls, bribery, fraud prevention and detection.
- Develop and distribute educational materials to raise awareness about fraud risks.
- Deputise for the Chief Internal Auditor as required.
- Other reasonable duties as required.

Your responsibilities are to:-

Technical

- To assist in providing professional advice and guidance on Counter Fraud and Internal Audit related matters.
- To help provide support for Internal Audit staff in relation to legal and regulatory matters.
- To undertake research and development work as required.

- To help to develop, implement and monitor progress in relation to the Councils Fraud Risk Assessment and Action Plan.
- Maintain accurate records of all fraud incidents and investigations.
- Report fraud trends and statistics to senior management.
- To assist in providing information for insertion into the final accounts of the authority.
- To lead on the submission and review of data in relation to the National Fraud Initiative and other data matching exercises.
- Attend and contribute at working parties, outside bodies and working groups, and where necessary, deputising for the Chief Internal Auditor.

Leadership

- Provide the Chief Internal Auditor and senior management team with information as required.
- To assist in providing professional support and development for Internal Audit staff.
- Promote the role of Counter Fraud, Corruption & Bribery within the Authority.
- Identify appropriate management training.

Directorate Interface

- Understand directorates' business requirements.
- Assist with the evaluation of any software applications.
- Promote awareness of corporate initiatives.

Policy and Strategy

- Promote awareness of corporate policies and procedures.
- Ensuring that procedures and policies are in place and adhered to.

Here's what we can provide you with:-

- The opportunity to develop Welsh language skills.
- A friendly and supportive team environment.
- A culture of creativity and freedom to develop both yourself and the team in order to imbed continuous development.
- A small authority in which your role can be as broad and far reaching as you make it.

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

	Requirements	Essential or Desirable	How Tested
1	<ul style="list-style-type: none"> • Candidates should be a fully qualified internal auditor (CIA) or accountant (CCAB) AND/OR • Hold a recognised qualification in Counter Fraud 	E	Application Form
2	<ul style="list-style-type: none"> • You should either have a minimum of 3 years experience in a public sector environment at a senior level or relevant Counter Fraud experience. 	E	Application Form
3	<ul style="list-style-type: none"> • Have an understanding of the Public Sector Internal Audit Standards and how they are applied within local government 	D	Application Form / Interview
4	<ul style="list-style-type: none"> • Be able to demonstrate a commitment to continued professional development and maintain your professional qualification. 	E	Application Form
5	<ul style="list-style-type: none"> • Have excellent verbal and written communication skills and demonstrate the ability to communicate effectively, both verbally and in writing, with all levels within Monmouthshire, the local community and outside organisations. 	E	Application Form / Interview
6	<ul style="list-style-type: none"> • Be able to demonstrate excellent planning and organisational skills, along with the ability to control own work, and that of the team, prioritising to meet deadlines. 	E	Application Form
9	<ul style="list-style-type: none"> • Proven ability to produce accurate, succinct and timely management information 	E	Application Form / Interview
10	<ul style="list-style-type: none"> • Have a good understanding of financial and non-financial computer based systems and their respective control environments. 	E	Application Form / Interview
11	<ul style="list-style-type: none"> • Be flexible to meet the demands of the post which may, exceptionally, involve out of hours working. 	E	Application Form

12	<ul style="list-style-type: none"> Have the ability to assess situations quickly and provide clear concise advice and guidance to customers or implement escalation procedures. 	E	Application Form / Interview
13	<ul style="list-style-type: none"> Ability to deal with difficult people and situations in an assertive but courteous manner 	E	Application Form
14	<ul style="list-style-type: none"> Be articulate, persistent and assertive 	E	Application Form
15	<ul style="list-style-type: none"> Be positive, highly motivated and well organized 	E	Application Form
16	<ul style="list-style-type: none"> Be able to demonstrate an analytical approach to problem solving 	E	Application Form / Interview
17	<ul style="list-style-type: none"> Be able to demonstrate an understanding of the impact fraud can have on Monmouthshire's service delivery 	E	Application Form
18	<ul style="list-style-type: none"> Be willing to work both as a team member and as an individual 	E	Application Form
19	<ul style="list-style-type: none"> Be willing to continually learn and apply new skills 	E	Application Form
20	<ul style="list-style-type: none"> Hold a full driving licence and have access to a vehicle 	E	Application Form

- Welsh Desirable – Level 1**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

**Should you require any further information regarding this post, please contact:
Jan Furtek, Acting Chief Internal Auditor janfurtek@monmouthshire.gov.uk
Tel: 01600 730521**

Closing Date: 12 Noon on 14th October 2024

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

Swyddog Gwrth-dwyll

ADVERT TEXT:

Ydych chi'n Weithiwr Proffesiynol Gwrth-dwyll neu Archwilydd Mewnol sy'n edrych am her newydd? Mae gan Sir Fynwy gyfle newydd a allai fod i'r dim i chi, yn gweithio o fewn ein Tîm Archwilio Mewnol i gryfhau ein trefniadau Gwrth-dwyll.

Bydd y Swyddog Gwrth-dwyll yn gyfrifol am ddynodi, ymchwilio a lliniaru gweithgareddau twyllodrus o fewn y sefydliad. Bydd y swydd yn cynnwys dadansoddi data, monitro trafodion a gweithredu strategaethau i helpu atal twyll. Byddwch yn gweithio'n agos gyda gwahanol adrannau i sicrhau cydymffurfiaeth gyda gofynion rheoleiddiol ac i ddiogelu asedau a phobl y sefydliad, gan gynnal ymchwiliadau lle mae angen.

Byddwch yn aelod allweddol o'r Tîm Archwilio Mewnol wrth brosesu data cudd-wybodaeth i sicrhau ymateb corfforaethol effeithlon wrth ddynodi twyll o fewn systemau cyngor ar gam cynnar.

Rydym yn edrych am rywun gydag angerdd a phrofiad, a all weithio dan eu cymhelliant eu hunain i helpu hyrwyddo'r trefniadau gwrth-dwyll ar draws y Cyngor. Os ydych chi'n rhywun sy'n ffynnu yn yr amgylchedd, yn rhagweithiol ac sydd â sgiliau TG a chyfathrebu rhagorol, gallai hon fod y swydd i chi.

RHIF ADNABOD Y SWYDD: RAD15

LLEOLIAD: Neuadd y Sir, Brynbuga

GRADD: BAND I SCP 31 – SCP 35 £39,186 - £43,421

ORIAU: 37

DROS DRO: Na

GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARDD: Angen

DYDDIAD CAU: 12pm ar 14 Hydref 2024

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,



Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.



PROFFIL Y RÔL

TEITL Y RÔL: Swyddog Gwrth-dwyll

PARHAOL

RHIF ADNABOD Y SWYDD: RAD15

GRADD: BAND I SCP 31 – SCP 35 £39,186 - £ 43,421

ORIAU: 37 yr wythnos

PATRWM GWAITH: Fel arfer o ddydd Llun i ddydd Iau 9am tan 5pm, dydd Gwener 9am i 4.30pm. Gweithio hyblyg gyda chytundeb rheolwr llinell.

LLEOLIAD: Neuadd y Sir, Brynbuga nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwy ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

Safonol

YN ATEBOL I: Prif Archwilydd Mewnol

ASESIAD O'R GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Tîm Archwilio Mewnol pwy ydym ni?

Cenhadaeth y tîm Archwilio Mewnol ehangach yw cynyddu a diogelu gwerth y sefydliad drwy ddarparu sicrwydd, cyngor a gwybodaeth gwrthrychol seiliedig ar risg. Rydym yn weithgaredd sicrwydd ac ymgynghori annibynnol a gwrthrychol a gynlluniwyd i ychwanegu gwerth a gwella gweithrediadau'r Cyngor. Rydym yn dîm bach a chefnogol o 6, a gaiff ei arwain gan y Prif Archwilydd Mewnol gydag archwilio ar draws pob maes o'r cyngor. Ein nod yw rhoi sicrwydd ar effeithlonrwydd trefniadau rheoli mewnol, llywodraethiant a rheoli risg, sicrhau y caiff asedau'r Cyngor eu diogelu, y ceir gwerth am arian a'n bod yn 'diogelu'r pwrs cyhoeddus'.

Diben y swydd hon:-

- Cefnogi'r Prif Archwilydd Mewnol wrth ddarparu a datblygu gwasanaeth gwrth-dwyll proffesiynol ar draws y Cyngor.
- Cefnogi'r Prif Archwilydd Mewnol wrth ddatblygu a chyflenwi Cynllun Gweithredu Gwrth-dwyll y Cyngor gan sicrhau y caiff y meysydd risg allweddol eu cynnwys ac y gellir rhoi sicrwydd i'r uwch reolwyr ar effeithlonrwydd yr amgylchedd rheoli mewnol, trefniadau llywodraethu a rheoli risg o fewn y Cyngor.
- Cynorthwyo'r Prif Archwilydd Mewnol wrth hyrwyddo gwaith Gwrth-dwyll a'r Adran Archwilio Mewnol, gan feithrin perthynas waith dda i wella cyflenwi gwasanaeth Sir Fynwy.
- Bod yn rhagweithiol wrth atal a chanfod twyll ar draws yr Awdurdod.
- Ymchwilio achosion twyll rhagweithiol a hefyd ymatebol a chasglu tystiolaeth.
- Cydweithio gydag asiantaethau gorfodi'r gyfraith, awdurdodau lleol eraill a phartion amrywiol yn ystod ymchwiliadau dan gyfarwyddyd y Prif Archwilydd Mewnol.
- Paratoi adroddiadau manwl ar ganfyddiadau ymchwiliad ac argymell camau gweithredu unioni.
- Ymgymryd â gwaith archwilio risg uchel yn unol â'r cynllun archwilio blynyddol pan fo angen.
- Monitro a dadansoddi trafodion i ddynodi gweithgareddau amheus.
- Datblygu a gweithredu dulliau a thechnegau canfod twyll.
- Cynnal archwiliadau ac asesiadau risg rheolaidd i ddynodi risgiau twyll posibl.
- Cynorthwyo fel sydd angen gyda chynllunio, rheoli, goruchwylio ac adolygu gwaith cydweithwyr iau.
- Cynorthwyo wrth ddarparu cyngor proffesiynol a thechnegol ar ystod eang o faterion ariannol ac anariannol dydd i ddydd.
- Cynorthwyo gyda datblygu gweithdrefnau ariannol a dogfennau gwrth-dwyll i gyfoethogi ansawdd y gwaith a wneir o fewn yr Awdurdod.
- Darparu hyfforddiant i staff ac aelodau etholedig yng nghyswllt y mesurau rheoli ariannol, llwgrwobrwyo, atal a chanfod twyll.
- Datblygu a dosbarthu deunyddiau addysgol i godi ymwybyddiaeth am risgiau twyll.
- Dirprwyo dros y Prif Archwilydd Mewnol fel sydd angen.
- Dyletswyddau rhesymol eraill fel sydd angen.

Eich cyfrifoldebau yw:-

Technegol

- Cynorthwyo wrth ddarparu cyngor ac arweiniad proffesiynol ar faterion Gwrth-dwyll ac yn ymwneud ag Archwilio Mewnol.
- Helpu i roi cymorth i staff Archwilio Manwl yng nghyswllt materion cyfreithiol a rheoleiddiol.
- Gwneud gwaith ymchwil a datblygu fel sydd angen.
- Helpu i ddatblygu, gweithredu a monitro cynnydd yng nghyswllt Asesiad Risg Twyll a Chynllun Gweithredu y Cyngor.
- Cynnal cofnodion cywir o bob digwyddiad ac ymchwiliad twyll.
- Rhoi adroddiadau i uwch reolwyr am dueddiadau ac ystadegau twyll.

- Cynorthwyo wrth roi gwybodaeth i'w chynnwys yng nghyfrifon terfynol yr awdurdod.
- Arwain ar gyflwyno ac adolygu data yng nghyswllt y Fenter Twyll Genedlaethol a gwaith arall paru data.
- Mynychu a chyfrannu mewn gweithgorau, cyrff allanol a gweithgorau, a lle bo angen, dirprwyo dros y Prif Archwilydd Mewnol.

Arweinyddiaeth

- Rhoi gwybodaeth fel sydd angen i'r Prif Archwilydd Manwl a'r uwch dîm rheoli.
- Cynorthwyo wrth roi cymorth a datblygiad proffesiynol ar gyfer staff Archwilio Mewnol.
- Hyrwyddo rôl Gwrth-dwyll, Llygredd a Llwgwrwobrwy o fewn yr Awdurdod.
- Dynodi hyfforddiant rheoli priodol.

Cyswllt gyda Chyfarwyddiaethau.

- Deall gofynion busnes cyfarwyddiaeth.
- Cynorthwyo gyda gwerthuso unrhyw raglenni meddalwedd.
- Hyrwyddo ymwybyddiaeth o gynlluniau corfforaethol.

Polisi a Strategaeth

- Hyrwyddo ymwybyddiaeth o bolisiau a gweithdrefnau corfforaethol.
- Sicrhau fod gweithdrefnau a pholisiau yn eu lle ac y cydymffurfir â nhw.

Dyma'r hyn y gallwn ei gynnig i chi:-

- Y cyfle i ddatblygu sgiliau Cymraeg.
- Amgylchedd tîm cyfeillgar a chefnogol.
- Diwylliant o greadigrwydd a rhyddid i ddatblygu eich hun a hefyd y tîm er mwyn sefydlu datblygiad parhaus.
- Awdurdod bach lle gall eich rôl fod mor eang a phellgyrhaeddol ag ydych yn ei gwneud hi.

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltwn gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

	Gofynion	Hanfodol neu Ddymunol	Sut y profir
1	<ul style="list-style-type: none"> Dylai ymgeiswyr fod yn Archwilydd Mewnol (CIA) gyda chymwysterau llawn neu gyfrifydd (CCAB) A/NEU Bod â chymhwyster cydnabyddedig mewn Gwrth-dwyll. 	E	Ffurflen Gais
2	<ul style="list-style-type: none"> Dylech naill ai fod ag o leiaf 3 mlynedd o brofiad mewn amgylchedd sector cyhoeddus ar lefel uwch neu brofiad Gwrth-dwyll perthnasol. 	H	Ffurflen Gais
3	<ul style="list-style-type: none"> Dealltwriaeth o Safonau Archwilio Cyhoeddus y Sector Cyhoeddus a sut y cânt eu gweithredu o fewn llywodraeth leol. 	D	Ffurflen Gais / Cyfweiliad
4	<ul style="list-style-type: none"> Medru dangos ymrwymiad i ddatblygiad proffesiynol parhaus a chynnal eich cymhwyster proffesiynol. 	H	Ffurflen Gais
5	<ul style="list-style-type: none"> Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol a dangos y gallu i gyfathrebu'n effeithlon yn llafar a hefyd mewn ysgrifen, gyda phob lefel o fewn Sir Fynwy, y gymuned leol a sefydliadau allanol. 	H	Ffurflen Gais / Cyfweiliad
6	<ul style="list-style-type: none"> Medru dangos sgiliau cynllunio a threfnu rhagorol, ynghyd â'r gallu i reoli eich gwaith eich hun a gwaith y tîm, gan roi blaenoriaeth i gadw at amserlenni. 	H	Ffurflen Gais
9	<ul style="list-style-type: none"> Gallu amlwg i gynhyrchu gwybodaeth reoli gywir, gryno ac amserol. 	H	Ffurflen Gais / Cyfweiliad
10	<ul style="list-style-type: none"> Dealltwriaeth dda o systemau ariannol ac anariannol seiliedig ar gyfrifiadur a'u hamgylcheddau rheoli perthnasol. 	H	Ffurflen Gais / Cyfweiliad
11	<ul style="list-style-type: none"> Bod yn hyblyg i ateb gofynion y swydd a all yn achlysurol iawn gynnwys gweithio tu allan i oriau swyddfa. 	H	Ffurflen Gais

12	<ul style="list-style-type: none"> Bod â'r gallu i asesu sefyllfaoedd yn gyflym a rhoi cyngor ac arweiniad clir a chryno i gwsmeriaid neu weithredu gweithdrefnau esgyn. 	H	Ffurflen Gais / Cyfweliad
13	<ul style="list-style-type: none"> Gallu i ddelio gyda phobl a sefyllfaoedd anodd mewn ffordd bendant ond cwrtais. 	H	Ffurflen Gais
14	<ul style="list-style-type: none"> Bod yn huawdl, dygn a phendant 	H	Ffurflen Gais
15	<ul style="list-style-type: none"> Bod yn gadarnhaol, gyda chymhellant uchel ac yn drefnus. 	H	Ffurflen Gais
16	<ul style="list-style-type: none"> Medru dangos dull gweithredu dadansoddol at ddatrys problemau. 	H	Ffurflen Gais / Cyfweliad
17	<ul style="list-style-type: none"> Medru arddangos dealltwriaeth o'r effaith y gall twyll ei gael ar ddarpariaeth gwasanaethau Sir Fynwy. 	H	Ffurflen Gais
18	<ul style="list-style-type: none"> Bod yn fodlon gweithio fel aelod tîm a hefyd fel unigolyn. 	H	Ffurflen Gais
19	<ul style="list-style-type: none"> Bod yn fodlon dysgu'n barhaus a rhoi sgiliau newydd ar waith. 	H	Ffurflen Gais
20	<ul style="list-style-type: none"> Bod â thrwydded yrru lawn a mynediad i gerbyd. 	H	Ffurflen Gais

- Sgiliau yn y Gymraeg.** – Lefel 1

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg y bydd y Cyngor yn talu amdano ar gyfer staff.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Jan Furtek, Acting Chief Internal Auditor janfurtek@monmouthshire.gov.uk
Ffôn: 01600 730521

Dyddiad Cau: 12pm ar 14 Hydref 2024

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.



LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.