



Cyngor Tref Aberystwyth Town Council

DIRPRWY CLERC

- Gradd / Cyflog:** LC2 (SCP 18) £ 24,982 pro rata (yn amodol ar gymwysterau a phrofiad)
- Oriau:** 22 awr yr wythnos (neu 37 awr yr wythnos os cânt eu cyfuno â rôl Swyddog Cyfathrebu - gweler y Disgrifiad Swydd ar wahân)
- Wedi'i leoli yn:** swyddfa'r Cyngor Tref, 11 Stryd y Popty, Aberystwyth SY23 2BJ
- DYDDIAD CAU:** 12pm 7 Gorffennaf 2021

Mae'r gallu i siarad ac ysgrifennu Cymraeg yn hanfodol ar gyfer y swydd hon.

Mae Cyngor Tref Aberystwyth am benodi Dirprwy Clerc / Dirprwy RFO a fydd yn gyfrifol am ystod eang o swyddogaethau gweinyddol ac ariannol i gefnogi gwaith y Cyngor Tref.

Gan weithio o swyddfeydd y Cyngor Tref yng nghanol Aberystwyth rhaid i ymgeiswyr allu dangos bod ganddynt brofiad o reoli gweinyddol; y gallu i ddeall cyfraith a gweithdrefn llywodraeth leol; gwybodaeth rheoli ariannol; y gallu i gwmpasu rôl Clerc / RFO yn ei habsenoldeb; sgiliau TG rhagorol; a pharodrwydd i ddilyn cyfleoedd hyfforddi parhaus. Bydd yr oriau wythnosol yn cael eu gweithio o ddydd Llun i ddydd Iau ac yn aml ar nos Lun.

I gael mwy o fanylion, y disgrifiad swydd llawn a'r ffurflen gais, e-bostiwch Council@aberystwyth.gov.uk / 01970 624761. Ni dderbynnir CVs.

DEPUTY TOWN CLERK

- Grade/Salary:** LC2 (SCP 18) £24,982 pro rata (subject to qualifications and experience)
- Hours:** 22 hours per week (or 37hrs per week if combined with Communications Officer role – see separate Job Description)
- Based at:** Town Council office, 11 Baker St, Aberystwyth SY23 2BJ
- CLOSING DATE :** 12pm 7 July 2021

Fluency in Welsh is essential for this post.

Aberystwyth Town Council is seeking to appoint a Deputy Town Clerk/ Deputy RFO who will be responsible for a wide range of administrative and financial functions in support of the work of the Town Council.

Working from the Town Council's offices in the centre of Aberystwyth applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; financial management knowledge; the capacity to cover the role of the Town Clerk/RFO in her absence; excellent IT skills; and a willingness to pursue ongoing training opportunities. The weekly hours will be worked Monday to Thursday and frequent Monday evenings.

For further details, the full job description and application form please e-mail council@aberystwyth.gov.uk / 01970 624761. CVs will not be accepted.