



Cyngor Tref Aberystwyth Town Council

CLERC DAN HYFFORDDIANT / DIRPRWY CLERC

- Gradd / Cyflog:** LC2 (SCP 18) £24,982 pro rata (yn amodol ar gymwysterau a phrofiad)
- Oriau:** Llawn amser (37 awr yr wythnos) neu opsiwn rhan amser
- Wedi'i leoli yn:** Swyddfa'r Cyngor Tref, 11 Stryd y Popty, Aberystwyth SY23 2BJ
- DYDDIAD CAU:** 5pm 20 Awst 2021

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

Ar adeg gyffrous yn ei ddatblygiad, mae Cyngor Tref Aberystwyth yn ceisio penodi Clerc dan Hyfforddiant / Dirprwy Clerc. Bydd yr ymgeisydd llwyddiannus yn cael cefnogaeth lawn i ymgymryd â'r holl hyfforddiant angenrheidiol i gael cymhwyster Cilca er mwyn ymgymryd â rôl y Clerc yn y pen draw a bod yn gyfrifol am ddyletswyddau gweinyddol ac ariannol y Cyngor Tref.

Gan weithio o swyddfeydd y Cyngor Tref yng nghanol Aberystwyth rhaid i ymgeiswyr allu dangos bod ganddynt brofiad o weinyddiaeth llywodraeth leol, y gyfraith a rheolaeth ariannol, neu eu bod yn barod i ddysgu amdanynt.

Rydym yn chwilio am rywun sydd â meddylfryd cymunedol, gyda sylw i fanylion, sgiliau TG rhagorol ac sy'n barod i ddilyn cyfleoedd hyfforddi parhaus.

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

TRAINEE CLERK / DEPUTY CLERK

Grade/Salary: LC2 (SCP 18) £24,982 pro rata (subject to qualifications and experience)

Hours: Full time (37hrs per week) or part time options

Based at: Town Council office, 11 Baker St, Aberystwyth SY23 2BJ

CLOSING DATE : 5pm 20 August 2021

Fluency in Welsh is essential for this post.

At an exciting time in its development, Aberystwyth Town Council is seeking to appoint a Trainee Clerk / Deputy Clerk. The successful candidate will be fully supported in undertaking all necessary training to become Cilca qualified in order to ultimately take on the role of Clerk and be responsible for the administrative and financial duties 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, or, are prepared to learn about, local government administration, law, and financial management.

We are looking for someone who is community minded, with attention to detail, excellent IT skills and is willing to pursue ongoing training opportunities.

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