

Llanboidy Community Council are seeking to appoint an experienced, organised, and motivated person to the role of Clerk and Responsible Financial Officer.

This is an opportunity to join a dedicated team and ensure the smooth running of our administration and finance.

We are looking for someone who:

- Has recent experience working in an administration environment
- Has strong ICT skills, including proficiency with Microsoft Office
- Demonstrates excellent interpersonal and communication skills
- Is committed, reliable, and passionate about supporting our community

Welsh language level - verbal

It is desirable that you are able to communicate fluently in Welsh.

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

Llanboidy Community Council are looking for a capable, organised and self-motivated person to take on the role of Clerk and Responsible Finance Officer.

The role is 8 hours per week (plus additional hours where required). These are flexible except for attendance at Community Council meetings, held once a month at 7:30pm (January, February, March, April, May, June, July, September, October & November).

Salary depending on experience in line with National Joint Council Salary Scale.

Duties include:

- Acting as the first point of contact for the council, dealing with correspondence both email and hardcopy.
- Organising and attending Community Council Meetings. Preparing agendas and taking minutes.
- Advising the Council on regulations and procedures.
- Implementing council decisions made at the meetings.
- Maintaining Community Council website, noticeboards, documents and files.
- Ensuring key deadlines are met such as submission for audits, CIL, renewal of insurance, risk assessments and policy reviews.
- Administration of Community Council finance including keeping all accounts, producing annual budgets, regular bank reconciliation, financial reports, VAT claims and annual audit documentation.

- Updating and maintaining the Community Council Website.
- Acting as main contact for issues relating to the Parish.

Training and support will be given to the successful candidate.

If you would like further information, please contact the current Clerk – Cathy Davies (clercllanboidy@gmail.com)

To apply please email your CV and a covering letter detailing your relevant skills and experience to the Chair (Ben Anthony – benwaunfawr@live.com) and Clerk by 30th September 2025.

Mae **Cyngor Cymuned Llanboidy** yn awyddus i benodi person profiadol, trefnus a brwdfrydig i rôl Clerc a Swyddog Ariannol Cyfrifol.

Dyma gyfle i ymuno â thîm ymroddedig a sicrhau bod ein gweinyddiaeth a'n cyllid yn rhedeg yn esmwyth.

Rydym yn chwilio am rywun sydd â:

- Phrofiad diweddar o weithio mewn amgylchedd gweinyddol
- Sgiliau TGCh cryf, gan gynnwys hyfedredd gyda Microsoft Office
- Sgiliau rhyngpersonol a chyfathrebu rhagorol
- Ymrwymiad, dibynadwyedd, ac angerdd dros gefnogi ein cymuned

Lefel yr iaith Gymraeg - llafar

Mae'n ddymunol eich bod yn gallu cyfathrebu'n rhugl yn y Gymraeg.

SWYDD WAG AR GYFER CLERC Y PLWYF A SWYDDOG ARIANNOL CYFRIFOL

Mae Cyngor Cymuned Llanboidy yn chwilio am berson galluog, trefnus a rhagweithiol i ymgymryd â rôl Clerc a Swyddog Ariannol Cyfrifol.

Mae'r rôl yn 8 awr yr wythnos (ynghyd ag oriau ychwanegol lle bo angen). Mae'r rhain yn hyblyg ac eithrio mynychu cyfarfodydd y Cyngor Cymuned, a gynhelir unwaith y mis am 7:30yh (Ionawr, Chwefror, Mawrth, Ebrill, Mai, Mehefin, Gorffennaf, Medi, Hydref a Thachwedd).

Mae'r dyletswyddau'n cynnwys:

- Gweithredu fel y pwynt cyswllt cyntaf i'r cyngor, delio â gohebiaeth drwy e-bost a chopi caled.
- Trefnu a mynychu Cyfarfodydd Cyngor Cymuned. Paratoi agendâu a chymryd cofnodion.

- Cyngori'r Cyngor ar reoliadau a gweithdrefnau.
- Gweithredu penderfyniadau'r cyngor a wneir yn y cyfarfodydd.

Cynnal gwefan, hysbysfyrddau, dogfennau a ffeiliau'r Cyngor Cymuned.

- Sicrhau bod terfynau amser allweddol yn cael eu bodloni megis cyflwyno ar gyfer archwiliadau, ASC, adnewyddu yswiriant, asesiadau risg ac adolygiadau polisi.
- Gweinyddu cyllid y Cyngor Cymuned gan gynnwys cadw'r holl gyfrifon, cynhyrchu cyllidebau blynyddol, cysoni banc rheolaidd, adroddiadau ariannol, hawliadau TAW a dogfennaeth archwilio flynyddol.
- Diweddarau a chynnal Gwefan y Cyngor Cymuned.
- Gweithredu fel y prif gyswllt ar gyfer materion sy'n ymwneud â'r Plwyf.

Rhoddir hyfforddiant a chefnogaeth i'r ymgeisydd llwyddiannus.

Os hoffech gael rhagor o wybodaeth, cysylltwch â'r Clerc presennol – Cathy Davies (clercclanboidy@gmail.com)

I gyflwyno cais, anfonwch eich CV a llythyr eglurhaol yn manylu ar eich sgiliau a'ch profiad perthnasol drwy e-bost at y Cadeirydd (Ben Anthony – benwaunfawr@live.com) a'r Clerc erbyn 30 Medi 2025.