



Cyngor Cymuned LLANEDI Community Council

Tycroes Village Hall, Tycroes, Ammanford SA18 3QJ.
E-bost/E-mail: clerk@llanedi-cc.gov.wales Tel: 01792 885262

Responsible Finance Officer (Part-time) 8 hours per week | Salary: NJC SCP 32–36

Llanedi Community Council invites applications for a dedicated Responsible Finance Officer to provide essential financial support to our Council. This is an office based (Tycroes & Hendy) part-time appointment (8 hours per week).

Key Responsibilities

- Maintain and oversee council financial records (Rialtas) in accordance with Accounts and Audit (Wales) Regulations and proper practices.
- Assist in the preparation of annual budgets, forecasts, and precept.
- Work alongside other council staff to manage budgets effectively, track margins, and produce accurate Profit & Loss statements relating to the council's community centre and café.
- Monitor expenditure and income against approved budgets; produce regular management accounts and variance reports.
- Ensure compliance with financial legislation, governance frameworks, internal controls, and external audit requirements.
- Lead on year-end accounts preparation and submission of the AGAR to the Wales Audit Office

Terms of Appointment

- Hours: 8 hours per week (flexible working pattern).
- Salary: NJC SCP 32–36, pro rata dependent on experience
- Pension participation under the Local Government Pension Scheme.
- Starting date and interview details to be confirmed.

For further information relating to this post or to apply please email Fiona Wilkins at Clerk@llanedi-cc.gov.wales
Closing date: Monday 15th September 2025

Swyddog Cyllid Cyfrifol (Rhan-amser) 8 awr yr wythnos | Cyflog: NJC SCP 32–36

Mae Cyngor Cymuned Llanedi yn gwahodd ceisiadau am Swyddog Cyllid Cyfrifol pwrpasol i ddarparu cymorth ariannol hanfodol i'n Cyngor. Mae hwn yn apwyntiad rhan-amser yn y swyddfa (Tycroes & Hendy) (8 awr yr wythnos).

Cyfrifoldebau Allweddol

- Cadw a goruchwyllo cofnodion ariannol y cyngor (Rialtas) yn unol â Rheoliadau Cyfrifon ac Archwilio (Cymru) ac arferion priodol.
- Cynorthwyo i baratoi cyllidebau blynyddol, rhagolygon, a praesept.
- Gweithio ochr yn ochr â staff eraill y cyngor i reoli cyllidebau yn effeithiol, olrhain elw, a chynhyrchu datganiadau Elw a Cholled cywir sy'n ymwneud â chanolfan gymunedol a chaffi'r cyngor.



- Monitro gwariant ac incwm yn erbyn cyllidebau cymeradwy; cynhyrchu cyfrifon rheoli rheolaidd ac adroddiadau amrywiant.
- Sicrhau cydymffurfiaeth â deddfwriaeth ariannol, fframweithiau llywodraethu, rheolaethau mewnol, a gofynion archwilio allanol.
- Arwain ar baratoi cyfrifon diwedd blwyddyn a chyflwyno'r AGAR i Swyddfa Archwilio Cymru

Telerau Penodi

- Oriau: 8 awr yr wythnos (patrwm gweithio hyblyg).
- Cyflog: NJC SCP 32–36, pro rata yn dibynnu ar brofiad
- Cyfranogiad mewn pensiynau o dan y Cynllun Pensiwn Llywodraeth Leol.
- Dyddiad cychwyn a manylion y cyfweiliad i'w cadarnhau.

I gael rhagor o wybodaeth ynglŷn â'r swydd hon i wneud cais, anfonwch e-bost at [Fiona Wilkins](mailto:Fiona.Wilkins@llanedi-cc.llyw.cymru) yn Clerk@llanedi-cc.llyw.cymru

Dyddiad cau: Dydd Llun 15 Medi 2025