

CYNGOR CYMUNED

LLANFAIR AR Y BRYN

COMMUNITY COUNCIL

SWYDD WAG

CLERK A SWYDDOG CYFRIFOL ARIANNOL (RFO)

VACANCY

CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

Disgrifiad o'r Swydd / About the Role

Mae Cyngor Cymuned Llanfair ar y Bryn yn ceisio unigolyn **brwdfrydig a threfnus** i ymgymryd â rôl **Clerc a Swyddog Cyfrifol Ariannol (RFO)**.

The Community Council is seeking a **motivated and organised individual** to take on the role of **Clerk and Responsible Financial Officer (RFO)**.

Prif Ddyletswyddau / Key Responsibilities

- Cefnogi'r Cyngor Cymunedol yn weinyddol
- Paratoi agendâu, cofnodion a gohebiaeth
- Cyngori'r Cyngor ar ddyletswyddau statudol a gweithdrefnau
- Rheoli cyllid y Cyngor fel y Swyddog Cyfrifol Ariannol (RFO)
- Cadw cyfrifon a chofnodion cywir
- Provide administrative support to the Community Council
- Prepare agendas, minutes, and correspondence
- Advise the Council on statutory duties and procedures

- Manage the Council's finances as the Responsible Financial Officer (RFO)
 - Maintain accurate accounts and records
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Oriau a Chyflog / Hours & Salary

- Swydd **ran-amser**, wedi'i lleoli gartref, gydag oriau hyblyg
 - Bydd yr union oriau i'w cytuno gyda'r ymgeisydd llwyddiannus
 - **Part-time, home-based position** with flexible working hour
 - Exact hours to be agreed with the successful applicant
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Sgiliau a Phrofiad / Skills & Experience

- Sgiliau trefnu a chyfathrebu da
 - Sgiliau ariannol sylfaenol a TG
 - Mae gwybodaeth am lywodraeth leol yn ddymunol ond **nid yn hanfodol**
 - Disgresiwn, proffesiynoldeb ac ymrwymiad i gyfrinachedd
 - Good organisational and communication skills
 - Basic financial and IT skills
 - Knowledge of local government procedures is desirable but **not essential**
 - Commitment to confidentiality and professionalism
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Sut i Wneud Cais / How to Apply

Am ragor o wybodaeth cysylltwch â:

For further information, please contact:

Clerc/ Clerk Mrs Heulwen Jones

E-bost heulsj@hotmail.co.uk

Ffôn / Telephone: 07532712843 / 01550720462

Cadeirydd / Chair Cyng/ Cllr Huw Protheroe

Cyngor Cymuned Llanfair ar y Bryn
Llanfair ar y Bryn Community Council

E-bost / Email: prothange@gmail.com

Ffon / Telephone: 01550 720492

Dyddiad Cau / Closing Date

Ceisiadau i'w derbyn erbyn / Applications must be received by:
20/02/2026

Mae Cyngor Cymuned Llanfair ar y Bryn wedi ymrwymo i gyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned.

Llanfair ar y Bryn Community Council is committed to equal opportunities and welcomes applications from all sections of the community.