



SWYDD WAG RHAN-AMSER CYNGOR CYMUNED ABERFFRAW

CLERC A SWYDDOG CYLLID CYFRIFOL

6 awr yr wythnos, cyflog yn ddibynol ar brofiad.

Man gwaith: Yn bennaf o gartref ond mae gofyn mynychu cyfarfodydd misol Cyngor Cymuned Aberffraw.

Rydym yn dymuno penodi unigolyn hunan-gymhellol a threfnus i fod yn gyfrifol am reoli busnes y Cyngor Cymuned, gan sicrhau bod yr holl ofynion cyfreithiol, statudol, ariannol a llywodraethu yn cael eu bodloni.

Bydd yr ymgeisydd llwyddiannus yn weinyddwr profiadol sy'n hyderus wrth ddelio â chynghorwyr, sefydliadau allanol ac aelodau'r gymuned. Mae sgiliau TG rhagorol, gwybodaeth am brosesau cyfrifyddu a rheolaeth ariannol, ynghyd â'r gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg, ar lafar ac yn ysgrifenedig, **yn hanfodol**.

Ceisiadau ar CV at, neu am ragor o wybodaeth gan:

Elen Jones

ccaberffrawcc@gmail.com



**Y dyddiad cau ar gyfer ceisiadau yw
5.00pm, dydd Llun 6 Gorffennaf 2026**

PART TIME VACANCY – CYNGOR CYMUNED ABERFFRAW

CLERC AND RESPONSIBLE FINANCIAL OFFICER

6 hrs per week. Salary pending experience.

Place of work: Mainly from home but there is a requirement to attend monthly meetings of Cyngor Cymuned Aberffraw.

We seek to appoint a self-motivated and well-organised individual to be responsible for managing Community Council business, ensuring that all legal, statutory, financial and governance requirements are met.

The successful candidate will be an experienced administrator who is confident in dealing with councillors, external organisations and members of the community. Excellent IT skills, knowledge of accounting processes and financial management, together with the ability to communicate effectively through the medium of Welsh and English, both orally and in writing, are **essential**.

Applications on CV to, or for further information from:

Elen Jones

ccaberffrawcc@gmail.com



**The closing date for applications is
5.00pm, Monday 6 July 2026**