



CLERK/RESPONSIBLE FINANCIAL OFFICER (Full Time)
Salary £33486 to £37568 per annum

Pentyrch Community Council is proud to serve the areas of Creigiau, Capel Llanilltern, Gwaelod Y Garth and Pentyrch which are located in the North Cardiff area – promoting community development and social activities, provision of a range of facilities for the community including supporting a number of sporting, cultural and community groups which play a prominent part in the life of the community. The Council is working to respond to local needs to improve the standard of life in the area. To help us achieve these aims we are looking to recruit a new Clerk/Responsible Financial Officer.

Applicants for this post must be able to demonstrate a capacity to think and act strategically; have experience of administrative management in a complex environment; an ability to understand local government law and procedure; experience of line management of staff; financial management knowledge and experience; the capacity to successfully represent the Council in discussions with external bodies; competent IT skills; and a willingness to pursue training opportunities.

The terms and conditions of employment include access to the Local Government Pension Scheme and a generous holiday entitlement.

For further details of the post including the job description, person specification and application form please e-mail pegan@onevoicewales.wales. CVs will not be accepted and candidates will be required to complete the job application form.

Closing date: Midnight on 8 May 2022

CLERC/SWYDDOG ARIANNOL CYFRIFOL (Llawn Amser)
Cyflog £33486 i £37568 y flwyddyn

Mae **Cyngor Cymuned Pentyrch** yn falch o wasanaethu ardaloedd Creigiau, Capel Llanilltern, Gwaelod Y Garth a Phentyrch yn ardal Gogledd Caerdydd – gan hyrwyddo datblygiad cymunedol a gweithgareddau cymdeithasol, darparu nifer o gyfleusterau gwahanol ar gyfer y gymuned gan gynnwys cefnogi nifer o grwpiau chwaraeon, diwylliannol a chymunedol sy'n chwarae rhan flaenllaw ym mywyd y gymuned. Mae'r Cyngor yn gweithio i ymateb i anghenion lleol er mwyn gwella safon byw yn yr ardal. Er mwyn ein helpu i gyflawni'r nodau hynny rydym yn gobeithio penodi Clerc/Swyddog Ariannol Cyfrifol newydd.

Rhaid i ymgeisyddion am y swydd hon ddangos y gallu i feddwl a gweithredu'n strategol; byddant angen profiad o reolaeth weinyddol mewn amgylchedd cymhleth; y gallu i ddeall cyfraith a gweithdrefnau llywodraeth leol; profiad o fod yn rheolydd llinell i staff; gwybodaeth a phrofiad o reolaeth ariannol; y gallu i gynrychioli'r Cyngor yn llwyddiannus mewn trafodaethau gyda chyrff allanol; sgiliau TG cymwys a pharodrwydd i fanteisio ar gyfleoedd hyfforddiant.

Mae'r amodau a thelerau cyflogaeth yn cynnwys gallu ymuno â Chynllun Pensiwn Llywodraeth Leol a phhecyn gwyliau hael.

Er mwyn cael rhagor o fanylion am y swydd gan gynnwys y disgrifiad swydd, manyleb berson a ffurflen gais danfonwch e-bost at pegan@unllaiscymru.cymru. Ni dderbynnir dogfennau CV a bydd rhaid i ymgeisyddion lenwi'r ffurflen gais am y swydd.

Dyddiad cau: Ganol nos ar 8 Mai 2022