



# Ponthir Community Council

## CLERK TO THE COMMUNITY COUNCIL

Applications are invited from suitably qualified candidates for the post of Clerk to the Community Council. The post is 10 hours per week at £10.54 per hour.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Council has adopted a Welsh Language Scheme and bilingual skills are desirable but not essential.

For further information and/or job description, please contact:

Karen Price, Clerk to Ponthir Community Council

E-mail: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

Telephone: 07971948351

Applications to include a CV with a covering letter must be submitted to:

Ponthir Community Council, c/o 11, Stokes Court, Ponthir, NP18 1RY

E-mail: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

**The closing date for all applications is: 30<sup>th</sup> June 2019 at 5pm**



# Cyngor Cymuned Ponthir

## CLERC I'R CYNGOR CYMUNED

Gofynnir am geisiadau oddi wrth ymgeiswyr addas ar gyfer y swydd o Glerc i'r Cyngor Tref/Cymuned. Mae'r swydd yn 10 awr yr wythnos am £10.54.

Y Clerc i'r Cyngor fydd yn Swyddog Priodol y Cyngor ac felly bydd o dan dyletswydd statudol i gario ei holl weithrediad, ac yn arbennig i gyflwyno neu rhoi pob hysbyseb sydd yn stadudol angenrheidiol i Swyddog Priodol yr Awdurdod Lleol. Bydd y Clerc yn gwbl gyfrifol am sicrhau bod gorchmynion y Cyngor, sydd yn gysylltiedig a'i weithrediad fel Awdurdod Lleol, yn cael eu cario allan. Disgwylir i'r Clerc gynghori'r Cyngor a chynorthwyo i greu polisiau i'w dilyn yn unol â gweithgareddau'r Cyngor, ac yn benodol i gynhyrchu yr holl wybodaeth angenrheidiol er mwyn gwneud penderfyniadau effeithiol ac i weithredu yn adeiladol holl benderfyniadau'r Cyngor. Fe fydd y sawl a apwyntir yn atebol i'r Cyngor am y rheoliad effeithiol o'i holl adnoddau ac fe fydd yn adrodd yn ôl iddynt fel bo'r angen. Y Clerc fydd y Swyddog Ariannol Cyfrifol a bydd yn gyfrifol am bob cofnod ariannol y Cyngor a phob gweinyddiad gofalus o'r gyllid.

Mae'r Cyngor wedi mabwysiadu Cynllun Iaith Gymraeg ac mae sgiliau dwyieithog yn ddymunol, ond nid yn hanfodol.

Am fwy o fanylion a/ neu swydd ddisgrifiad a wnewch chi gysylltu gydag

Karen Price, Clerc Cyngor Cymuned Ponthir

E-bost: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

Ffôn: 07971948351

Rhaid i geisiadau, yn cynnwys CV gyda llythyr i gefnogi'r cais, gael eu hanfon i

Gyngor Cymuned Ponthir c/o 11, Stokes Court, Ponthir, NP18 1RY

E-bost: [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

**Y dyddiad cau ar gyfer pob cais yw: 30 Mehefin 2019 ar 5pm**