

CYNGOR CYMUNED LLANFAELOG COMMUNITY COUNCIL

Clerc y Cyngor Cymuned a Swyddog Cyllid Cyfrifol Disgrifiad Swydd a Manyleb Person	
Yn gyfrifol am:	Cyngor Cymuned Llanfaelog
Oriau gwaith	12.5 awr yr wythnos ar gyfartaledd gyda'r gofyn am hyblygrwydd i weithio gyda'r nos a phenwythnosau achlysurol i gefnogi digwyddiadau'r cyngor.
Cyflog	NJC Pwynt 18.
Lleoliad	Rôl hybrid: Gweithio gartref a mynychu cyfarfodydd yn Neuadd Bentref Llanfaelog a lleoliadau eraill yn ôl y gofyn.
Pwrpas y Swydd	
Gweithredu fel y Swyddog Priodol a bod yn gyfrifol am reoli holl fusnes Cyngor Cymuned Llanfaelog gan gynnwys sicrhau bod yr holl ddarpariaethau cyfreithiol, statudol, ariannol a llywodraethu eraill yn cael eu cadw.	
Cyfrifoldebau allweddol fel Clerc / Swyddog Priodol	
<ul style="list-style-type: none">• Cadw ymwybyddiaeth o'r holl ddeddfwriaeth bresennol ac sy'n dod i'r amlwg a chynghori'r cyngor ar yr holl ofynion statudol, polisi a gweithdrefnau sy'n ymwneud â llywodraethu effeithiol;• Paratoi agendâu, rhoi hysbysiadau cyfreithiol, cymryd cofnodion cywir, rheoli'r holl bost sy'n dod i mewn/allan a chyhoeddi dogfennau ar gyfer cyfarfodydd cyngor a phwyllgor.• Gweithredu penderfyniadau'r Cyngor yn dilyn cyfarfodydd.• Paratoi adroddiadau a phapurau trafod i'w cyflwyno mewn cyfarfodydd gan gynnwys yr Adroddiad Blynyddol statudol a Chynlluniau ac Adroddiadau Bioamrywiaeth;• Sicrhau cynnal a chadw holl gofnodion y cyngor yn briodol a'u cadw'n ddiogel gan gynnwys gweithredoedd, prydlesi, cofnodion claddu, gohebiaeth a dogfennau.• Nodi ffynonellau cyllid allanol ar gyfer gwaith prosiect a phartneriaeth ac ysgrifennu a chyflwyno ceisiadau cyllid i sefydliadau sy'n gwneud grantiau.• Rheoli cynnal a chadw ac atgyweirio'r holl asedau sy'n eiddo i Gyngor Cymuned Llanfaelog neu a brydlesir ganddo a monitro unrhyw gontractau a chytundebau gwasanaeth a wneir mewn perthynas â nhw.	

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- Cadw'r holl gofnodion claddu, cysylltu â'r Trefnwyr Angladdau, prosesu'r ddogfennaeth angenrheidiol ar gyfer carcharion a diweddarau'r cofrestrau statudol cyn gynted â phosibl ar ôl hynny.
- Gweithredu fel y prif bwynt cyswllt i'r cyfryngau a'r cyhoedd, gan reoli gwefan y cyngor a'r cyfryngau cymdeithasol, a hyrwyddo delwedd gadarnhaol o'r cyngor.

Cyfrifoldebau craidd fel Swyddog Cyllid Cyfrifol

- Sicrhau bod y Rheoliadau Ariannol yn cael eu cadw a'u gweithredu'n briodol;
- Bod yn gyfrifol am yr holl gofnodion ariannol, paratoi cyfrifon, rheoli a monitro cyllidebau, cyfrifo praesept, bancio, derbyniadau ac anfonebau, taliadau, hawliadau TAW ac ati.
- Cyhoeddi hysbysiadau statudol a rheoli cyflwyniadau diwedd blwyddyn i archwilwyr mewnol ac allanol
- Sicrhau bod rhwymedigaethau'r Cyngor ar gyfer asesu risg, yswiriant ac asedau yn cael eu bodloni'n briodol ac yn cael eu hadolygu'n flynyddol.
- Caffael a rheoli nwyddau, gwasanaethau a chontractau yn unol â gweithdrefnau ariannol y Cyngor.

Nodyn:

Tynnir sylw at y ffaith bod dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl mewn rhai achosion a gallant amrywio o bryd i'w gilydd heb newid cymeriad cyffredinol y dyletswyddau a'r cyfrifoldebau hynny.

Yn ogystal, mae'n ofyniad bod y Clerc yn derbyn elfennau o hyblygrwydd i ddiwallu anghenion, gofynion a natur newidiol y sefydliad a'i wasanaethau.

MANYLEB PERSON

Sgiliau a gwybodaeth hanfodol

- Safon addysg dda
- Yn gallu dangos lefelau priodol o lythrennedd a rhifedd yn y gweithle
- Sgiliau gweinyddol a threfniadol rhagorol
- Y gallu i gynhyrchu cofnodion ac adroddiadau ysgrifenedig cryno.
- Sgiliau cyfrifiadurol da gyda gwybodaeth am gyfres Microsoft Office gan gynnwys Excel, Word, Outlook. ac ati.
- Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg ar lafar ac yn ysgrifenedig.

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Profiad Gwaith Hanfodol	
<ul style="list-style-type: none"> • Profiad o weinyddu swyddfa • Profiad o ddefnyddio ystod o gymwysiadau cyfrifiadurol a TGCh i gynnwys prosesu geiriau, taenlenni, cronfeydd data, meddalwedd cyflwyno, rhyngrwyd ac e-bost • Profiad o ddefnyddio systemau cyfrifyddu cyfrifiadurol. • Profiad o weithio ar fenter eich hun. 	
Profiad Gwaith Dymunol	
<ul style="list-style-type: none"> • Profiad o weithio o fewn un neu fwy o feysydd gwasanaeth o fewn llywodraeth leol neu sefydliadau sector cyhoeddus perthnasol eraill. • Profiad o osod agenda, cymryd cofnodion a rheoli pwyllgor. • Profiad ariannol gan gynnwys gosod cyllideb, monitro ariannol a rheoli a chydymffurfiaeth archwilio. • Profiad o gynnal asesiadau risg. 	
Amodau penodol	
<ul style="list-style-type: none"> • Parodrwydd i weithio a/neu fynychu Pwyllgorau a chyfarfodydd a swyddogaethau eraill gyda'r nos. • Yn barod i weithio oriau amrywiol i ddiwallu anghenion y swydd • Parodrwydd i gael hyfforddiant i gaffael sgiliau neu wybodaeth newydd berthnasol sy'n berthnasol i'r swydd. 	

Community Council Clerk and Responsible Finance Officer Job Description and Person Specification	
Responsible to:	Llanfaelog Community Council
Hours of work	12.5 hours per week, requiring flexibility to work evenings and occasional weekends to support council events.
Salary	£16.35 per hour.
Location	Hybrid role: Home working with the need to attend meetings at Llanfaelog Village Hall and other venues as required.
Job Purpose	
To act as the Proper Officer and be responsible for managing all Llanfaelog Community Council business including ensuring that all legal, statutory, financial and other governance provisions are observed.	

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Key Tasks and Responsibilities as Clerk / Proper Officer

- Maintain an awareness of all existing and emerging legislation and advise the council on all statutory requirements, policy and procedures relating to effective governance;
- Prepare agendas, give legal notices, take accurate minutes, manage all incoming/outgoing mail and issue documents for council and committee meetings.
- Implement Council decisions following meetings.
- Prepare reports and discussion papers for presentation at meetings including the statutory Annual Report and Biodiversity Plans and Reports;
- Ensure the proper maintenance and safe custody of all council records including deeds, leases, burial records, correspondence and documents.
- Identify sources of external funding for project and partnership work and write and submit funding bids to grant-making organisations.
- Manage the maintenance and repair of all assets owned or leased by Llanfaelog Community Council and monitor any contracts and service agreements entered into in relation to them.
- Hold all burial Records, liaise with the Funeral Directors, process the necessary documentation for internments and update statutory registers as soon as possible thereafter.
- Act as the primary point of contact for the media and the public, managing the council's website and social media, and promoting a positive image of the council.

Core responsibilities as Responsible Finance Officer

- Ensure that the Financial Regulations are properly observed and implemented;
- Be responsible for all financial records, preparation of accounts, management and monitoring of budgets, calculation of precept, banking, receipts and invoices, payments, VAT claims etc.
- Issue statutory notices and manage year end submissions to internal and external auditors
- Ensure that the Council's obligations for risk assessment, insurance and assets are properly met and annually reviewed.

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- Procure and manage goods, services and contracts in line with the Council's financial procedures.

Note:

Attention is drawn to the fact that in some cases, duties and responsibilities are devoid of detailed definition and may vary from time to time without changing the general character of those duties and responsibilities.

In addition, it is a requirement that the Clerk accepts elements of flexibility to meet the changing needs, demands and nature of the organisation and its services.

PERSON SPECIFICATION

Essential skills and knowledge

- Good standard of education
- Able to demonstrate appropriate levels of workplace literacy and numeracy
- Excellent administrative and organisational skills
- Ability to produce minutes and concise written reports.
- Good computer skills with knowledge of Microsoft Office suite including Excel, Word, Outlook. etc.
- Ability to communicate effectively through the medium of Welsh and English both orally and in writing.

Essential Work Experience

- Experience of office administration
- Experience of using a range of computer applications & ICT to include word processing, spreadsheets, databases, presentation software, internet & e-mail
- Experience of using computerised accounting systems.
- Experience of working on own initiative.

Desirable Work Experience

- Experience of working within one or more service areas within local government or other relevant public sector organisations.
- Experience of agenda setting, taking minutes and managing a committee.
- Financial experience including budget setting, financial monitoring and control and audit compliance.
- Experience of undertaking risk assessments.

Specific conditions

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- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.