



Cyngor Tref Abergele Town Council

ADMINISTRATION OFFICER

Part-time – 29 hours per week (over 5 days)

NJC Salary point LC1 7 -12 (£20,092 – £22,183 (pro-rata))/(actual £15,748 - £17,387)

Abergele Town Council are seeking to appoint a focused and enthusiastic individual to work as part of a small team. It is essential that the post holder has excellent IT skills, good financial knowledge using Microsoft Office. Office management experience and knowledge of local government, including the ability to communicate in Welsh is desirable.

For an application form and job description contact:

Abergele Town Council,
Town Hall, Llanddulas Road, Abergele LL22 7BT
Tel: 01745 833242 or download from the website on

www.abergelepensarn.co.uk

Closing date: 12 noon Tuesday 30th November 2021

SWYDDOG GWEINYDDOL

Rhan-amser – 29 awr yr wythnos (dros 5 diwrnod)

Cyflog NJC pwynt LC1 7 -12 (£20,092 – £22,183 (pro-rata))/(pwynt gwir £15,748 - £17,387)

Mae Cyngor Tref Abergele'n gobeithio gallu penodi person dibynadwy a brwdfrydig i weithio fel rhan o dîm bychan.

Mae'n hanfodol bod deiliad y swydd yn meddu ar sgiliau TG ardderchog a gwybodaeth gyllidol dda gan ddefnyddio Microsoft Office. Mae profiad o redeg swyddfa, a gwybodaeth o lywodraeth leol, yn ogystal â'r gallu i gyfathrebu yn y Gymraeg yn ddymunol.

Am ffurflen gais, a swydd-ddisgrifiad cysylltwch â:

Cyngor Tref Abergele,
Neuadd y Dref, Ffordd Llanddulas, Abergele, LL22 7BT
Ffôn: 01745 833242 neu lawrlwythwch o'r wefan ar

www.abergelepensarn.co.uk

Dyddiad cau: Hanner Dydd, Dydd Mawrth 30 Tachwedd 2021