



Cyngor Tref Abergele Town Council

DEPUTY TOWN CLERK

Full - time – 37 hours per week
NJC Salary point LC2 18 – 23 (£24,982 - £27,041)

Abergele Town Council are seeking to appoint a focused and enthusiastic individual to work as part of a small team.

A good standard of Education NVQ level 3 or equivalent.

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

Dirprwy Clerc y Dref

Llawn - amser – 37 awr yr

Cyflog NJC LC2 18 – 23 (£24,982 - £27,041)

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

Safon dda o addysg, NVQ lefel 3 neu gyffelyb

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