

## RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary Scale Scp23– Scp.28 (£26999-£31371)

Pro rata 12 hrs of 37 hrs (full time equivalent)

Queensferry is Small Community councils in Flintshire NE Wales.

With the resignation of the Clerk and Responsible Financial Officer due to retirement , the Council is seeking to appoint an innovative Clerk and Responsible Financial Officer, with suitable experience, to take responsibility for all aspects of the management, functions and responsibilities of the Council.

Our current budget is in the region of £40000.

Candidates must have a sound knowledge of local government legislation and procedures, hold a relevant professional qualification and the successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it.

The Council provides a number of services, activities and events and works in partnership with Flintshire County Council in maintaining their facilities to a high standard.

The closing date for the receipt of applications is 29th September 2023; interviews are planned for w/c 5<sup>th</sup> October 2023

Please request an application pack from  
Clerk@queensferrycommunitycouncil.gov.uk

If you wish to have an informal discussion about the post, please contact Dee Milner on 07909724826 or  
Dee@queensferrycommunitycouncil.gov.uk

## RECRIWTIO CLERC Y DREF A SWYDDOG ARIANNOL CYFRIFOL

Graddfa Gyflog Scp23 – Tua.28 (£26999-£31371)

Pro rata 12 awr o 37 awr (cyfwerth ag amser llawn)

Cynghorau Cymuned Bach yn Sir y Fflint Gogledd-ddwyrain Cymru yw Queensferry.

Gydag ymddiswyddiad y Clerc a'r Swyddog Ariannol Cyfrifol oherwydd ymddeoliad, mae'r Cyngor yn dymuno penodi Clerc a Swyddog Ariannol Cyfrifol arloesol, gyda phrofiad addas, i gymryd cyfrifoldeb am bob agwedd o reolaeth, swyddogaethau a chyfrifoldebau'r Cyngor.

Mae ein cyllideb bresennol oddeutu £40000.

Rhaid i ymgeiswyr feddu ar wybodaeth gadarn o ddeddfwriaeth a gweithdrefnau llywodraeth leol, meddu ar gymhwyster proffesiynol perthnasol a bydd gan yr ymgeisydd llwyddiannus y Dystysgrif mewn Gweinyddu Cynghorau Lleol (CiLCA) neu fod yn barod i weithio tuag at ei hennill.

Mae'r Cyngor yn darparu nifer o wasanaethau, gweithgareddau a digwyddiadau ac yn gweithio mewn partneriaeth â Chyngor Sir y Fflint i gynnal a chadw eu cyfleusterau i safon uchel.

Y dyddiad cau ar gyfer derbyn ceisiadau yw 29 Medi 2023; bwriedir cynnal cyfweiliadau ar 5th Hydref

2023

Gofynnwch am becyn cais gan [Clerk@queensferrycommunitycouncil.gov.uk](mailto:Clerk@queensferrycommunitycouncil.gov.uk)

Os hoffech gael trafodaeth anffurfiol am y swydd, cysylltwch â Dee Milner ar 07909724826 neu [Dee@queensferrycommunitycouncil.gov.uk](mailto:Dee@queensferrycommunitycouncil.gov.uk)