

## CYNORTHWY-YDD CLERIGOL CFFI

Cyflog £14,733 - £16,830.

Pecyn 15 awr, Parhaol.

Gwahoddir ceisiadau am gynorthwy-ydd clerigol ran-amser i Ffederasiwn CFFI Maldwyn.

Bydd disgwyl i'r ymgeisydd llwyddiannus fod ag addysg o safon dda, ac yn meddu ar sgiliau gweinyddol a chyfathrebu effeithiol. Bydd profiad helaeth o ddefnyddio 'Microsoft Office' a gwybodaeth am y pecyn 'Sage Book Keeping' yn ddymunol.

Bydd yr angen i siarad, ysgrifennu a theipio yn y Gymraeg yn cael ei ystyried yn hanfodol.

Am drafodaeth anffurfiol ynglŷn a'r swydd, cysylltwch â Lorraine Stokes, Trefnydd CFFI y Sir ar **01686 614028**.

Ffurflenni cais a manylion pellach ar gael o [www.recruitment.powys.gov.uk](http://www.recruitment.powys.gov.uk)

neu gan yr Adran Bersonél, Cyngor Sir Powys, Neuadd y Sir, Llandrindod Wells LD1 5LG. Rhif ffôn: 01597 82 6409

**Dyddiad cau ar gyfer ceisiadau 16/08/2011**



## YFC CLERICAL ASSISTANT

Salary £14733 - £16830.

Package 15 hours, Permanent.

Applications are invited for the post of part-time clerical assistant for the Montgomery Federation of YFC's. The successful candidate will be required to have a good standard of education, possess effective administration and communication skills. Extensive experience of using Microsoft Office and knowledge of the Sage Book Keeping package is desirable.

The ability to speak, write and type through the medium of Welsh will be considered essential. For an informal discussion about the post, please contact Lorraine Stokes, YFC County Organiser on **01686 614 028**

Application forms and further details are available from [www.recruitment.powys.gov.uk](http://www.recruitment.powys.gov.uk) or the Personnel Department, Powys County Council, County Hall, Llandrindod Wells, Powys, LD1 5LG. Tel: 01597 82 6409

**Application closing date 16/08/2011**