



Farnham
Town Council

RECRUITMENT OF TOWN CLERK



Recruiting Now

- **£74,454 – £82,852**
- Full time office based
- Farnham in Surrey
- 25 days leave
- LGPS Pension
- Closes: 15 May 2026

MORE INFORMATION

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LGRC

LOCAL GOVERNMENT RESOURCE CENTRE
Excellence in Council Management



Farnham Town Council
Town Clerk & Responsible Finance Officer

Job description
person specification, application form
and guidance for applicants.





Town Clerk & Responsible Financial Officer

Salary: £74,454 to £82,852 (LC4 55-60)

Hours: Full-time (37 hours per week)

Location: Town Hall, South Street, Farnham, Surrey, GU9 7RN

Are you the visionary leader Farnham needs?

Farnham isn't just a historic market town; it's a vibrant, ambitious community that refuses to stand still. We are looking for more than a Town Clerk. We are looking for a Strategic Leader—a forward-thinking professional who can see the big picture, navigate complexity, and turn civic potential into reality.

If you are an operational traditionalist looking for a quiet life, this isn't the role for you. If you are a catalyst for change who thrives on high-level governance and community-centred innovation, we want to talk.

The Mission

As our Chief Executive officer (CEO), you will be the bridge between political vision and tangible results. You won't just manage a council; you will lead a dedicated team to deliver on capital projects, environmental and community initiatives, and the continued prosperity of one of Surrey's most iconic locations at a time of significant change in local government in Surrey

Who You Are

- A Strategic Leader: You don't just follow the rules; you understand the framework of local government and know how to use it to achieve ambitious goals.
- An Influencer: You possess the gravitas to advise Councillors and the charisma to engage with residents, businesses, and regional partners.
- A Moderniser: You embrace technology and modern management practices to ensure the Council is agile, transparent, and efficient.
- Composed Under Pressure: You handle the complexities of local politics with diplomacy, grit, and a laser focus on delivery.

Why Join Us?

This is a rare opportunity to leave a lasting legacy on a town that is as beautiful as it is vibrant. We offer a competitive package and the platform to exercise true leadership at the heart of a dynamic community. Farnham is moving forward. We need a leader who can not only keep pace but help set the tempo.

Closing date: Midnight – Friday 15/05/2026
Interviews: Provisionally set for 2nd/3rd June.

A Message from the Mayor of Farnham

Welcome to Farnham—a town where 1,000 years of history meets a future of exciting opportunities.

As we look to appoint our next Town Clerk, we aren't just seeking a senior administrator; we are searching for a high-calibre Chief Executive and a visionary leader. Farnham is a premier Surrey destination, celebrated as England's first "World Craft Town." Beneath our historic facade lies an award-winning high achieving Council with modern, commercial-scale ambitions.



We are currently at a pivotal crossroads. We are navigating a transformative local government reorganisation, with the move toward a West Surrey Unitary authority by 2027. For us, this is not a period of uncertainty, but one of immense opportunity. We are proactively progressing Community Asset Transfers—securing iconic green spaces and buildings to ensure they remain in local hands—and supporting a multi-million-pound Farnham Infrastructure Programme to rejuvenate our town centre but we also value our residents in every ward where they live.

We need a strategic leader with the gravitas to influence key partners and the agility to turn devolution into local benefit. If you are an executive who thrives on complexity, values community engagement, and has the spirit to lead a dedicated team through a new era of devolution and localism, we would love to meet you.

Join us and help shape the legacy of this extraordinary town.

Councillor George Murray
Mayor of Farnham 2025/26



Find out more about Farnham.

[Residents' Guide 2026 - Farnham Town Council](#)

Farnham: A Town of Distinct Character

Nestled in the rolling hills of the Surrey Hills National Landscape, Farnham is a quintessential English market town with a lineage stretching back to the Mesolithic era. Its identity was forged in the 12th century when the formidable Farnham Castle, home to successive Bishops of Winchester, and Waverley Abbey, the first Cistercian monastery in the UK were built.

Historically a powerhouse of the wool and hop industries, the town's wealth is reflected in its exceptionally preserved Georgian architecture, particularly along West Street. This artistic spirit evolved into a global reputation; in 2020, Farnham was designated England's first UNESCO World Craft Town, celebrating its vibrant creative economy and the UCA (University for the Creative Arts).

Strategically located on the A31, Farnham serves as a gateway between London and the South Coast. Its railway station offers a direct, 55-minute link to London Waterloo, making it a premier destination for those seeking a sophisticated blend of rural heritage and metropolitan connectivity.

The Professional Challenge: Navigating Reorganisation

The most compelling aspect of this role is the timing. With the transition toward a West Surrey Unitary Authority by April 2027, Farnham is not sitting idly on the sidelines. We are actively positioned to realise the opportunities this presents.

Your mandate will be to navigate the complexities of reorganisation and the devolution of assets. We are currently negotiating to bring significant local assets—including valued green spaces and key community buildings—back under local control. This requires a Clerk with clear thinking able to draw on the commercial acumen of a CEO and interpret and advise on scenarios incisively. You will be the lead architect in ensuring that as principal authorities reorganise, Farnham grows stronger, more autonomous, and more financially resilient and collaborates with other partners to optimise success.

Driving the Infrastructure Legacy

Farnham is currently undergoing its most significant physical transformation in generations through the Farnham Infrastructure Programme (FIP). This multi-million-pound partnership is addressing the challenges of town-centre pollution and pedestrian connectivity. As Town Clerk, you will take forward the place-shaping potential that this will bring to benefit local businesses, residents and visitors.

The Reward: Delivering for Farnham

This role offers a unique professional challenge. Acting as the Council's Head of Paid Service and CEO, you will lead and shape the organisation. You will advise and support the democratically elected councillors, enabling them to deliver positive changes for the Town. Your work will result in visible, tangible improvements in the wellbeing of the Town, its residents and the local environment.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Job Description

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer.

The Town Clerk will act as the Council's principal executive officer and strategic advisor, providing leadership to deliver the Council's vision, corporate priorities and desired community outcomes for Farnham.

The post holder will lead the organisation in responding to local challenges and opportunities, including town-wide vitality, devolution of assets, local government reorganisation, economic development, environmental sustainability, community wellbeing and place-shaping.

The Town Clerk will be accountable to the Council for the effective management of all its resources and services and will report to the Council as required.

The Town Clerk will be the Responsible Financial Officer (RFO) and will be responsible for the proper administration of the Council's financial affairs.

Specific Responsibilities

Governance and Democratic Services

1. To ensure that all statutory, regulatory and other provisions governing or affecting the running of the Council are observed.
2. To advise the Council on policy development and to lead the preparation, implementation and review of the Council's strategic and corporate plans.
3. To service meetings of the Council, Committees and Working Groups, including preparation of agendas and reports, attendance as required, and the accurate recording and publication of decisions.
4. To ensure transparent, lawful and accessible decision-making, including effective use of digital systems for agendas, minutes, reporting and public access.
5. To act as the Council's Proper Officer for legal notices, correspondence and statutory processes.

Financial Management and Governance

6. To act as Responsible Financial Officer and manage the Council's financial systems in accordance with legislation, Financial Regulations and best practice.
7. To prepare and monitor the annual budget, accounts, VAT returns and audit processes.
8. To provide robust short-medium and long-term financial planning, including capital programmes, reserves strategy and investment oversight.

9. To ensure value for money, effective procurement and sound financial controls across all Council activities.

Leadership, Staffing and Organisational Development

10. To act as Head of Paid Service and to provide effective leadership to all staff.
11. To manage organisational structure, workforce planning, recruitment, appraisal, training and performance management in accordance with Council policies.
12. To foster a positive, professional and inclusive organisational culture aligned with the Council's values and objectives.

Community, Civic Leadership and Events

13. To advise the Council and Town Mayor on civic, ceremonial and constitutional matters.
14. To support the Mayor in promoting Farnham locally, regionally and nationally and in strengthening community identity and pride including its multi award winning In Bloom programme alongside community organisations and volunteers.
15. To oversee and support the delivery of the Council's events programme, markets, festivals and civic functions.

Communications and Community Engagement

16. To lead and oversee the Council's communications and engagement strategy.
17. To ensure effective use of digital platforms, media and community channels to promote the Council's work and encourage engagement with residents, businesses and stakeholders.

Partnerships and Place Leadership

18. To develop and maintain effective partnerships with principal authorities, public bodies, businesses, voluntary organisations and regional stakeholders and sustain its town twinning and World Craft Town connections.
19. To represent the Council in external forums relating to regeneration, infrastructure, economic development, cultural partnerships and service delivery.

Assets, Services and Facilities

20. To oversee the management, maintenance and development of the Council's assets, land, buildings and services.
21. To ensure that Council facilities and services are safe, sustainable, financially viable and meet community needs.

Environmental Sustainability

22. To lead the Council's response to climate change and environmental sustainability, including development and delivery of relevant strategies, projects and partnerships.

Professional Development and Performance

23. To maintain and develop professional competence, including holding or working towards the CiLCA qualification and other relevant higher qualifications.
24. To deliver against agreed performance objectives and report regularly to the Council on progress against strategic priorities.

[You can find the Council's competencies framework here.](#)

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER Person Specification

| Key criteria | Essential | Desirable |
|--|--|--|
| Education and qualifications | <ul style="list-style-type: none"> ● Degree level or equivalent qualification or relevant experience ● The Certificate in Local Council Administration qualification or equivalent (or willing to complete by May 2027 - time will be provided to study) | <ul style="list-style-type: none"> ● Relevant vocational training courses |
| Competences (skills, experiences, abilities, and knowledge) | <ul style="list-style-type: none"> ● Knowledge of Council financial and accounting requirements and practices. ● Staff management skills - previous experience of senior management is essential. ● Leadership skills and experience ● Budget management experience. ● Understanding of local government working practices. ● Excellent communication skills including report writing, presenting and ability to explain complex information to a wide-ranging audience. ● High level computer literacy and social media skills. ● Ability to prioritise workload and deal with competing demands. | <ul style="list-style-type: none"> ● Town Clerk or Deputy Clerk experience or senior experience in a principal authority or public or private organisation. |
| Behaviours | <ul style="list-style-type: none"> ● Able to deal with people at all levels ● Self-motivated and proactive ● Team player (positive, encouraging work colleagues and able to go the extra mile). With the ability to also work successfully alone. ● Possess a positive and flexible approach to work ● Possess a friendly and helpful disposition ● Willing to attend evening meetings and demonstrate flexibility in working hours. ● Always to represent the Town Council in a professional manner. ● To treat all work colleagues and external stakeholders with dignity and respect. | |

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Application Form

Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. **If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

What we are looking for

Please make sure your application addresses how you meet the requirements of the job description and the person specification included with this pack. This is how we will assess all applications to ensure consistency and fairness.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, and in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

Applications on approved forms only

Applications must be made on the Town Council's application form. An editable version of that application form is included with this pack. Please do not submit a CV.

Submitting your application

Completed applications should be sent to steve.milton@lgrc.uk.

References

A minimum of two references is required, and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

Further information

You can find further information that will help with your application at www.farnham.gov.uk. If you have specific questions about the application process please contact Steve Milton in the first instance.

Application Form

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.



| Job Details | |
|--|---|
| Post applied for: | TOWN CLERK & RFO |
| Where did you see the post advertised? | (This will help us with advertising future posts) |
| Personal Details | |
| Surname: | Forename(s): |
| Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other): | |
| Address: | |
| Post Code: | |
| Telephone numbers | Mobile: |
| Home: | Work: |
| Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | |
| Immigration, Asylum and Nationality Act 2006 | |
| It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with. | |
| Do you require a work permit to work in the UK? If yes, please provide details: | Yes/No |

Relationship to any Council member/employee

To your knowledge, are you related to any member or employee of the council?
If yes, please provide details:

Yes/No

Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.

Present or Most Recent Employment**Name of Employer:****Address of Employer:****Post Code:****Job Title:****Dates employed:****Current or final salary:****Period of notice required:**

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | Reason for leaving |
|-------------------|----------------------------|--|--------------------|
| | | | |

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|--|----------------------------|--|--------------------------|
| | | | |

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments

| Course Title | Organisation | Dates |
|--------------|--------------|-------|
| | | |

Membership of Professional Institutes

| Institute | Level of Membership | Year of Award |
|-----------|---------------------|---------------|
| | | |

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, e.g., unemployment or voluntary work

| Experience | From/To |
|------------|---------|
| | |

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet

References

| Referee 1 | Referee 2 |
|---|---|
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |

Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

| Additional Information | |
|---|---|
| Do you hold a current driving licence? Yes/No If YES, please state the type of licence you hold: | Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? Yes/No If YES, please specify: | |
| Declaration | |
| <p>I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.</p> <p>Data Protection:</p> <p>If I accept employment with Farnham Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.</p> <p>Signed: _____ Date: _____</p> <p>Name: _____</p> <p><i>If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file: Yes/No</i></p> | |

Your data is safe with us:

As part of any recruitment process, Farnham Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

[You can find out how manage your personal data here.](#)