



HASLEMERE  
TOWN COUNCIL

# APPOINTMENT OF TOWN CLERK & RFO

## We are hiring

- **£59,992 to £65,925**
- Full-time (37 hours per week)
- Haslemere Town Hall, 15 High Street, Haslemere GU27 2HG
- 25 days leave (increasing to 28)
- Local Government Pension Scheme

## Find out more

- Contact: Steve Milton LGRC
- 07701032010
- [steve.milton@lgrc.uk](mailto:steve.milton@lgrc.uk)
- More: [www.haslemere.gov.uk](http://www.haslemere.gov.uk)
- Closing date 24/07/2026
- No CVs please.



**LGRC**  
LOCAL GOVERNMENT RESOURCE CENTRE  
Excellence in Council Management

**Haslemere Town Council  
Town Clerk & Responsible Finance Officer**

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

## Town Clerk & Responsible Financial Officer

**Salary:** £59,922 to £65,925 (LC4 47-51)

**Hours:** Full-time (37 hours per week)

**Location:** Haslemere Town Hall, 15 High Street, Haslemere GU27 2HG

### Are you motivated by community service?

Haslemere isn't just a historic market town; it's a vibrant, ambitious community that is embracing the future. We are looking for more than a Town Clerk. We are looking for a forward-thinking professional who can see the big picture, navigate complexity, and turn vision into reality.

If you are excited by the opportunity to improve the everyday lived experience of a diverse and vibrant community, we want to hear from you.

### The role

As our Proper Officer, you will be the bridge between the Council's vision and tangible results on the ground. You will lead a small but 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 the County.

### Who you are

- An experienced leader: 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 the challenges and opportunities presented by local government reorganisation in Surrey.
- Resilient: You handle the complexities of local politics with diplomacy, grit, and a clear focus on delivering for the people of Haslemere.

### Why join Haslemere?

This is a rare opportunity to leave a 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. Haslemere is moving forward. We need a leader who can not only keep pace but help set the tempo.

**Closing date: Midnight – Friday 24/07/2026**

**Interviews: Provisionally set for 13th August.**

## **A Message from the Mayor of Haslemere**

As Mayor of Haslemere, I am delighted that you are considering this exceptional opportunity to become our next Town Clerk.

Haslemere is a vibrant and ambitious community, proud of its heritage, natural environment and strong civic spirit. Our Town Council plays a central role in supporting residents, maintaining valued local assets, championing community organisations and ensuring that local voices are heard. We are now seeking an outstanding leader who can build upon these strengths and help shape the next chapter of our town's future.



This is a particularly exciting moment to join us. Local Government Reorganisation across Surrey will bring significant change, with new unitary authorities set to transform the wider governance landscape over the coming years. At the same time, the Town Council is actively exploring opportunities to secure and manage additional community assets and services locally, ensuring that facilities which matter most to residents remain protected, responsive and accountable to the communities they serve.

Against this backdrop, we are looking for an experienced local council executive with the vision, resilience and strategic leadership skills to guide the Council through change, strengthen our organisational capacity and work closely with Members, partners, businesses and residents. You will inherit a dedicated team, engaged councillors and a council with a clear ambition to do more for its community.

If you are inspired by public service, collaborative leadership and the opportunity to make a lasting difference, we would be delighted to hear from you.

**Councillor Jacquie Keen**  
**Mayor of Haslemere**

[Find out more about Haslemere Town Council](#)

## **Welcome to Haslemere**

Set within the rolling landscapes of the Surrey Hills National Landscape and surrounded by some of the most beautiful countryside in southern England, Haslemere is a town with a strong sense of place, purpose and community. Serving the communities of Haslemere, Grayswood, Hindhead and Beacon Hill, the Town Council is proud to represent an area that combines historic character, environmental quality, cultural vibrancy and an enduring spirit of civic participation.

Haslemere is a thriving market town that consistently attracts people who value quality of life, community connection and access to nature. Its attractive town centre, independent businesses, active voluntary sector, popular events programme and excellent transport links make it an exceptional place to live, work and visit. Yet what truly distinguishes Haslemere is the strength of its community. Residents care deeply about their town and have a long history of working together to shape its future.

The Town Council shares that ambition. Our priorities reflect the aspirations of local people: protecting and enhancing the natural environment, supporting biodiversity and climate action, strengthening community wellbeing, maintaining and improving valued local assets, encouraging a vibrant local economy, and ensuring that future development respects the distinctive character of the area whilst meeting the needs of current and future generations.

This is also a pivotal moment in the town's history. The reorganisation of local government across Surrey will fundamentally reshape how public services are delivered. From 2027, Haslemere will sit within the new West Surrey unitary authority, creating both opportunities and challenges for local communities. As larger authorities inevitably focus on strategic service delivery across extensive geographical areas, Haslemere Town Council is determined to ensure that local priorities, local assets and local identity remain protected and strengthened.

In anticipation of these changes, the Council is actively exploring the transfer of significant community assets and services into local stewardship. It has already acquired one recreation ground and has agreement for the transfer of two other key community facilities, presenting a once-in-a-generation opportunity to secure their future for residents while significantly expanding the Council's operational and strategic role.

Against this backdrop, we are seeking an exceptional Town Clerk and Chief Executive Officer. This is far more than a traditional local council management role. It is an opportunity to lead a highly respected organisation through a period of transformation; to work with ambitious elected members, dedicated staff and passionate community partners; and to help define what effective, community-led local government looks like in a changing world.

The successful candidate will combine strategic vision with operational excellence, political awareness with collaborative leadership, and the energy to seize new opportunities as they emerge. In return, they will have the privilege of serving one of Surrey's most distinctive communities and the chance to leave a lasting legacy for generations to come.

For an ambitious and values-driven leader, there can be few more rewarding opportunities.

## **Haslemere Town Council**

- 18 elected Town Councillors
- 3.5 FTE professional staff
- 2025/26 budget: £519,610
- 2026/27 precept: £549,311

## **Current Assets and Services**

- Three allotment sites
- Lion Green and playground
- St Christopher's Green
- Town Meadow
- Pocket Park
- Clement Corner
- Grovers Garden
- Woodcock Green and Memorial Garden
- Beacon Hill recreation ground
- Sturt Rd SANG
- High St toilets
- Community grants programme
- Civic events and community engagement activities

## **Strategic Priorities**

- Climate action and environmental stewardship
- Supporting community wellbeing
- Protecting and enhancing local assets
- Strengthening the local economy and town centre
- Promoting sustainable transport and accessibility
- Ensuring residents' voices shape local decision-making

## **The Opportunity**

- Lead the Council through Surrey's Local Government Reorganisation
- Help shape relationships with the new West Surrey Unitary Authority from 2027
- Prepare the organisation for significant devolution of local assets and services
- Deliver organisational growth and transformation
- Support Members in developing an increasingly influential community leadership role

## **Future Asset Transfers (confirmed)**

- Haslemere War Memorial Recreation Ground
- High Lane Community Centre and recreation ground
- Church Meadow

## **Why Join Us?**

- ✓ Strategic leadership role with genuine influence
- ✓ Opportunity to shape the future of local government in Surrey
- ✓ Significant asset transfer and organisational growth agenda
- ✓ Engaged councillors and committed staff team
- ✓ Strong community support and civic pride
- ✓ Outstanding quality of life in one of Surrey's most attractive locations
- ✓ Chance to leave a lasting legacy for future generations

## TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

### Job Description

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#### **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 Haslemere.

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 and oversee the production of 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 Haslemere locally, regionally and nationally and in strengthening community identity and pride alongside community organisations and volunteers.
15. To oversee and support the delivery of the Council's events programme 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 other stakeholders.
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 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.

## **TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER Person Specification**

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

# TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

## Application Form

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### 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](mailto: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.haslemere-tc.gov.uk](http://www.haslemere-tc.gov.uk). If you have specific questions about the application process, please contact Steve Milton in the first instance.

## Application for employment

Job Details	
Post applied for:	<b>TOWN CLERK &amp; RFO</b>
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:	
<b>Telephone numbers</b>	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	
<p><b>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.</b></p>	
Do you require a work permit to work in the UK? If yes, please provide details:	<b>Yes/No</b>

**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:  Post Code:	Address:  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

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.

### **Data Protection:**

If I accept employment with Haslemere Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

*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***

### **Your data is safe with us:**

As part of any recruitment process, Haslemere 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.](#)