



**Appointment of:**

**Customer Services Officer/Receptionist (full time)**

**Based at Farnham Town Council, South Street, Farnham, Surrey.**

**Farnham Grade 2 SCP 4-8 (£18,933 to £20,493)  
Plus Local Government Pension Scheme, cycle to work scheme and  
additional pay for attendance at events. Free parking at office (not  
guaranteed).**

Are you a friendly, efficient and experienced Customer Services Administrator?  
Do you have good attention to detail with strong IT skills?

If so, we want to hear from you!

Farnham Town Council is one of the largest town councils in the south of England and we are proud of our reputation for delivering projects and events to the Farnham community, contributing greatly towards making Farnham one of the best places in which to live, work or visit.

We are now seeking to recruit a Customer Services Officer/Receptionist, who will be the main point of contact for customer facing enquiries and provide administrative support to the Council.

Please email [Katie.Knowles@farnham.gov.uk](mailto:Katie.Knowles@farnham.gov.uk) or write to Farnham Town Council, South Street, Farnham GU9 7RN for more information and to obtain an application pack.

Closing date for receipt of applications will be 10am on Friday 14<sup>th</sup> May 2021.

To download an application pack including a Job Description, Competency Framework and Application Form please visit the Town Council's website [www.farnham.gov.uk](http://www.farnham.gov.uk)  
You are asked to include a handwritten letter explaining why you would like to be considered for the role. Please note that CVs alone will not be accepted. Applicants must complete and return an application form.