

Required for a fixed term of one year, temporary, to 31 August 2027

## H3 Finance Officer

*Salary: NJC Scale SO1, SCP (22-25)*

*Actual Pay £37,721 - £39,455 per annum*

**The Governors of H3 Federation are looking to appoint an outstanding Finance Officer for the H3 Federation for a fixed term of one year starting in August 2027.**

We are looking to appoint a colleague who can demonstrate:

- **Financial Management Expertise:** The ability to provide effective and efficient management of the Federation's finances, ensuring that all financial procedures and statutory regulations are strictly followed.
- **Systems & Procedures Knowledge:** Excellent knowledge of school financial management systems (e.g., Arbor finance), Excel, and accounting processes, enabling the smooth day-to-day operation of the finance function.
- **Support & Compliance:** The capability to advise and support budget holders, monitor expenditure against agreed budgets, and ensure that deadlines and audit requirements are met while consistently achieving value for money.
- **Data Integrity & Accuracy:** A strong commitment to maintaining accurate, up-to-date financial records to provide a flawless audit trail for all transactions, including school transactions and parent online payments.
- **Collaborative Customer Service:** Outstanding interpersonal skills and a genuine commitment to teamwork, providing exceptional customer service while communicating professionally and calmly with staff, students, parents, and external agencies.

**Closing date: 9am Friday 3 July 2026**

**Interviews will take place at the school on Wednesday 8 July 2026**

Please apply through the TES Website

[https://www.tes.com/jobs/vacancy/schrole\\_05cebc5a-7392-4c9f-9448-d52a3829faa1](https://www.tes.com/jobs/vacancy/schrole_05cebc5a-7392-4c9f-9448-d52a3829faa1) or

an application form can be found on the school website

<https://www.haverstock.camden.sch.uk/433/work-at-haverstock-school> any queries

please contact Grace Molloy, at [hr@h3federation.org.uk](mailto:hr@h3federation.org.uk)

*H3 Federation, a place for all to learn and to grow, is committed to safeguarding children and promoting the welfare of young people and the successful candidates will be subject to an Enhanced DBS check and online vetting checks by the school.*

