



Part-Time Finance Officer

Hours: 8 hours per week

Contract: Permanent

Salary: £22 per hour (£40,040 full-time equivalent)

Annual leave: 30 days pro-rata, plus Christmas closure days

Additional benefit: One paid volunteering day per year

Location: Hybrid – ACE IT office, 25 Nicolson Square, Edinburgh, EH8 9BX, and flexible home working

Reporting to: ACE IT Manager

About ACE IT Scotland

ACE IT Scotland is an Edinburgh-based charity (SCIO) dedicated to bridging the digital divide for older people. Our mission is to promote digital inclusion, build confidence and reduce social isolation across the city by empowering people over 50 to navigate the modern digital world.

Through one-to-one coaching, community outreach and innovative projects, we help our learners stay connected, independent and confident in using technology.

We are a small but highly impactful organisation, with six core employees supported by a dedicated network of around 50 volunteers. In 2026, our commitment to excellence was recognised with the King's Award for Voluntary Service.

Funded through a combination of public grants, trusts and individual donations, ACE IT relies on strong financial management and governance to maintain our services and ensure long-term sustainability.

Job Purpose

The Finance Officer will take responsibility for the day-to-day financial management and financial administration of ACE IT, ensuring that financial records are accurate, controls are effective, and the charity meets its regulatory, reporting and funding obligations.

The postholder will work closely with the ACE IT Manager, Finance Subcommittee and Trustees, providing clear and accessible financial information to support effective decision-making.

ACE IT is a small organisation with relatively low transaction volumes, allowing the financial management responsibilities to be effectively delivered on a part-time basis. While the role is 8 hours per week, it carries an important level of responsibility for financial control, reporting, compliance and financial insight.

Ultimate responsibility for the charity's financial governance remains with the Board of Trustees.

Key Responsibilities

Financial Management & Control

Maintain accurate, timely and transparent financial records and ensure effective day-to-day financial controls.

Manage and maintain financial ledgers, including the appropriate allocation of restricted and unrestricted funding, using Liberty Accounts.

Process payments, monitor income and expenditure, and ensure transactions are appropriately authorised in line with ACE IT's financial controls and delegated authorities.

Act as an authorised signatory on the charity's bank accounts, in accordance with the organisation's multi-signatory arrangements.

Work across relevant digital systems, including Microsoft 365, online banking platforms and Liberty Accounts.

Prepare quarterly and year-end management accounts, including appropriate analysis and commentary, for review by the Manager and Finance Subcommittee.

Support the annual budget-setting process.

Work with the Finance Subcommittee to maintain and review a rolling 2–3 year financial forecast and model.

Provide financial analysis, forecasts and scenarios to support the Manager, Finance Subcommittee and Trustees in decision-making.

Provide accurate financial information for grant and funding reports.

Attend Finance Subcommittee meetings, normally at least quarterly.

Payroll & Pensions

Coordinate the monthly payroll process with ACE IT's payroll subcontractor.

Process monthly BACS payments for salaries and pension contributions in accordance with agreed procedures.

Support pension auto-enrolment requirements for new employees.

Liaise with the payroll provider regarding individual pension arrangements, such as salary sacrifice, when required.

Audit, Compliance & Governance

Maintain financial records to trial balance and ensure supporting documentation is complete and appropriately maintained.

Maintain an up-to-date understanding of relevant financial, charity and regulatory requirements.

Support the Finance Subcommittee with the development, implementation and review of financial policies and procedures.

Complete relevant reporting to The Pensions Regulator, including the triennial re-enrolment requirements.

Support the preparation of ACE IT's Annual Report and Accounts.

Provide information and assistance required by the Independent Examiner.

Identify and communicate any significant financial risks, issues or control weaknesses to the Manager and Finance Subcommittee.

Organisational & Collective Responsibilities

Work collaboratively with colleagues to ensure Health & Safety requirements are met and organisational policies are followed.

Maintain appropriate professional knowledge and undertake relevant training to ensure continued effectiveness and compliance with applicable regulatory requirements.

Contribute positively to the wider work and values of ACE IT Scotland.

Person Specification

Essential

Significant experience in a comparable finance or accounting position.

Strong practical knowledge of budgeting, financial reporting and financial controls.

Experience of managing financial information independently and meeting deadlines.

Strong Excel skills, including formulas, data analysis and financial reporting.

Experience using accounting or financial management systems.

Strong understanding of financial controls and regulatory compliance.

Ability to analyse financial information and communicate it clearly to non-financial colleagues, managers and Trustees.

Ability to work independently while maintaining effective communication with colleagues and stakeholders.

High level of accuracy, attention to detail and professional integrity.

Desirable

Experience working within a charity, voluntary sector or public sector organisation.

Understanding of restricted and unrestricted funds.

Experience preparing financial information for grant or funding monitoring reports.

Experience allocating costs to individual funders in accordance with funding agreements.

Knowledge of charity accounting, regulation and reporting requirements.

Experience using Liberty Accounts.

Experience using equivalent accounting systems such as QuickBooks, Sage or Xero.

Training can be provided on Liberty Accounts for candidates with relevant experience using equivalent accounting systems.

What Success Looks Like

Success in this role will mean:

Financial records are accurate, complete and maintained on a timely basis.

Payments, payroll and pension contributions are processed accurately and on time.

Quarterly management accounts are available for Finance Subcommittee meetings.

The Manager, Finance Subcommittee and Trustees have clear and accessible financial information to support decision-making.

Restricted funding is appropriately allocated, monitored and reported.

ACE IT meets its relevant financial, regulatory and funding obligations.

The annual independent examination is supported efficiently and effectively.

ACE IT maintains a reliable 2–3 year financial forecast and has clear visibility of its financial position and risks.

Additional Information

The role is 8 hours per week with flexible and hybrid working arrangements. The working pattern can be agreed with the successful candidate and may be delivered as one full day or two half-days per week.

There is an expectation that the postholder will attend the ACE IT office at least once a month to maintain an understanding of the charity's operations and work with the ACE IT Manager and wider team.

Annual leave is 30 days pro-rata, incorporating bank holidays as floating days. The ACE IT office is closed for designated days over Christmas, which are not deducted from annual leave entitlement.

Staff are encouraged to undertake one day of volunteering with another charity each year, paid at their normal rate.

Pension auto-enrolment is provided through NEST, with a 3% employer contribution and 5% employee contribution as standard.

ACE IT will provide the equipment required for the role, including laptop and stationery. Relevant training and professional development opportunities will be provided where appropriate.

How to Apply

Please send your CV and cover letter to Iain Couper, ACE IT Manager, at iain@aceit.org.uk

We plan to close applications on Thursday 9th September at 12noon.