

# Finance Officer

Part time (0.6 FTE), fixed term

## 1. Job Summary

Job Title	TRACS Finance Officer
Responsible to	TRACS CEO
Responsible for	No line management responsibilities

## 2. Job Purpose

Reporting to the TRACS CEO, the Finance Officer assists the CEO by offering them key financial support and assistance towards the delivery of the organisation's mission and key objectives as laid out in the Business Plan.

This is a key role that will work closely with the Chief Executive Officer and the Board Treasurer, to ensure financial discipline and efficiency across the organisation.

The Finance Officer will be responsible for producing timely and accurate financial information (using Xero cloud accounting), monitoring budgets, tracking grant receipt and spend, analysing costs, and providing insights to support business performance and strategic decision-making.

## 3. About TRACS

TRACS (Traditional Arts and Culture Scotland) is a co-operative network which champions our shared traditions of music, song, storytelling, dance, crafts, customs and Scotland's languages.

Bringing together two artform forums - the Traditional Music Forum of Scotland and Scottish Storytelling Forum - as well as networks for traditional dance and crafts, TRACS exists to empower communities across Scotland to

### TRACS (Traditional Arts and Culture Scotland)

Registered Office: Scottish Storytelling Centre, 43-45 High Street, Edinburgh, EH1 1SR  
Scottish Charity No. SC043009 VAT Registration No. 269 2679 51



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discover, develop and practise their unique traditional arts and heritage as part of our everyday life.

TRACS is an accredited Non-Governmental Organisation (NGO) advisor to UNESCO on [Intangible Cultural Heritage \(ICH\)](#), and a founding member of the ICH Scotland Partnership. Together we celebrate the local distinctiveness of Scotland's places: our shared living heritage.

TRACS is also part of the City of Edinburgh's Strategic Partnership for Literature and Creative Scotland's Traditional Arts Working Group.

TRACS is supported by Creative Scotland through Multi-Year Funding, and the City of Edinburgh Council's revenue grant scheme.

## 4. General Terms and Conditions

<b>Employer</b>	TRACS (Traditional Arts and Culture Scotland)
<b>Hours</b>	0.6 FTE (3 days/21 hours per week)
<b>Contract</b>	Part time, fixed term (18 months, with option to extend subject to funding)
<b>Salary</b>	£18,900 per annum (£31,500 pro rata)
<b>Location</b>	TRACS office at the Scottish Storytelling Centre, Edinburgh. TRACS operates hybrid working with a balance of home and office options, taking account of job requirements and personal circumstances.
<b>Holiday Entitlement</b>	19.8 days inclusive of public holidays
<b>Pension</b>	Auto-enrolment pension scheme with NOW: Pensions; contribution set at 4.5% for both employer and employee (9% total)
<b>Probationary period</b>	12 weeks

## 5. Key Duties and Responsibilities

### 5.1. Financial Administration

- Manage the TRACS accounts through Xero accounting software system including
  - Day to day bookkeeping, input of Purchase invoices, Sales invoices and receipts
  - Setting up outgoing payments for authorisation, recording incoming payments
  - Weekly bank reconciliation
  - Prepare and process quarterly VAT returns
  - Maintain efficient and securely backed-up financial records
  - Monthly Payroll, including bringing payroll in-house
- Process online banking payments for authoriser approval
- Monitor the [finance@tracscotland.org](mailto:finance@tracscotland.org) email account
- Use TRACS' expense claim system (currently [claimexpenses.com](http://claimexpenses.com)) to process staff expense claims
- Use Google Shared Drive to develop and maintain clear and accessible filing systems for both digital and physical financial records, ensuring they are retained for the minimum statutory period
- Ensure compliance with internal controls, accounting policies, and statutory reporting requirements
- Work with the Company Accountants and Auditors with the year-end processes and accounts as required.

### 5.2. Budget setting and Monitoring

- Support the CEO with budget setting, financial planning, and forecasting processes
- Provide cost analysis for projects
- Assist in identifying opportunities for cost savings, operational efficiency, and process improvements
- Support the annual staff pay review process
- Maintain and monitor an annual financial planning calendar to ensure timely preparation of budgets, end of year processes, annual audit deliverables and other reporting as required, as well monitoring grant reporting deadlines and draw down of related grant balances.

### 5.3. Funding support

- Maintain and update TRACS' Grant Funding Tracker master to ensure accurate and current read-across
- Monitor and administer movement of restricted and designated funds
- Ensure prompt return of requested paperwork for successful funding applications, as well as end-of-project reporting and grant balances
- Assist CEO and other staff with new funding applications as required

### 5.4. Financial Reporting

- Produce ad hoc financial reports and analysis to support business decisions.
- Prepare quarterly management accounts, budget variance analysis, and commentary for senior management.
- Monitor and report on costs of production, materials, staffing, and overheads, ensuring alignment with budget and forecasts.
- Assist with production of cash flow reports and other financial data to meet funder requirements

## 6. Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified accountant (ACCA, CIMA, ACA) or part-qualified with relevant experience</li></ul>	<ul style="list-style-type: none"><li>• Undergraduate degree</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• At least 3 years' proven organisational accounting or bookkeeping experience, ideally within an arts or charity environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of Charity accounts, Restricted and designated funds</li><li>• Knowledge of Xero cloud accounting</li></ul>

	<ul style="list-style-type: none"> <li>• Strong knowledge of costing, budgeting, and financial reporting</li> <li>• Knowledge and experience of using cloud accounting software</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the traditional arts in Scotland</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills with keen eye for detail</li> <li>• Excellent IT skills with standard office packages, cloud workspaces (e.g. Google) and digital filing systems</li> <li>• Advanced Excel skills</li> <li>• Strong organisational and time-management skills, able to meet deadlines</li> <li>• Ability to communicate financial information clearly to non-financial colleagues</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal and professional integrity</li> <li>• Trustworthy with confidential information</li> <li>• Able to work on their own or as part of a team and be able to problem solve</li> <li>• Commercially minded and proactive</li> <li>• Collaborative and able to build relationships across the team</li> <li>• Flexible and adaptable, able to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the traditional arts</li> </ul>

## 7. How to Apply

### 7.1. Covering Letter

Your covering letter should be a maximum of two pages of A4, evidencing what makes you a good fit for the role from your professional experience, referring to the criteria in the Person Specification.

### 7.2. CV

Please also submit a CV to further illustrate how you meet all or most of the essential experience, skills and personal attributes. CVs should be a maximum of three pages and contain relevant references who we can contact in the event of you being offered the role.

If you have any questions about any aspect of the role or application, or if you are unsure about your experience in particular areas, you can contact TRACS' CEO Steve Byrne [steve@tracscotland.org](mailto:steve@tracscotland.org) to discuss this in confidence.

### 7.3. Essential dates and how to submit

- **Recruitment Start Date:** Friday 5th December
- **Application Deadline:** 9am Monday 5th January 2026
- Interviews: Anticipated w/c 12th January 2026
- Please send your application - covering letter and CV - by email to: [recruitment@tracscotland.org](mailto:recruitment@tracscotland.org)

### 7.4. Shortlisting and interview process

If you are shortlisted, you will be notified by no later than and invited to take part in the interview process. Information on the interview panel will be provided at that point along with any guidance on the format of the interview itself.

Unsuccessful interview candidates will be offered feedback if requested.

### 7.5. Offer of Employment

All offers of employment at TRACS are made subject to the receipt of satisfactory references; and in this case a Level 2 Disclosure.

Under the Asylum and Immigration Act we are required to check that anyone taking up employment with us has the legal right to work in the UK.

## **8. Equal Opportunities Statement**

TRACS is committed to representing the diverse range of voices who make up Scotland today.

As part of our commitment to increase the diversity of our workforce, we provide a guaranteed interview to applicants who meet all or most of the essential requirements for this job who are Deaf, living with hearing loss and/or disabled, or those who are black or global majority.

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

### **8.1. Equal Opportunities Monitoring**

After submitting your application, we would be grateful if you could fill out our anonymous [Equalities, Diversity and Inclusion form](#). This allows us to understand if our vacancies are accessible to, and being applied for by, people from diverse backgrounds.

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

## **9. Fair Work Statement**

TRACS is an accredited Living Wage Employer. We are committed to embedding the five dimensions of the Fair Work Framework throughout our organisational processes, programming, and advocacy work.

## **10. Data protection**

- Information provided by you as part of your application will be used in accordance with TRACS Data Privacy Policy and in the recruitment process only.
- Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.
- Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months, so we could

contact you if an appropriate position became available, and then securely destroyed.

- If you are the successful candidate, your application form will be retained and form the basis of your personnel record.
- Information provided by you on the equal opportunities monitoring form will be used to monitor TRACS' equal opportunities practices.
- By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.
- Personal data will be managed in compliance with article 5 of the General Data Protection Regulation (GDPR).