



Role Description: Treasurer and Grants Officer

Role Overview

The Orkney Nature Festival is seeking a dedicated and detail-oriented individual to serve as Treasurer and Grants Officer. This key role is instrumental in ensuring the financial health and sustainability of the festival, which celebrates the unique wildlife and natural heritage of Orkney through a range of community events, educational programmes, and conservation activities. The Treasurer and Grants Officer will be responsible for financial stewardship, oversight, and the proactive identification and management of grants and other funding opportunities to support the festival's ongoing success.

Main Responsibilities

- Financial Management and Oversight:
- Maintain accurate and up-to-date records of all financial transactions, including income, expenditure, and petty cash.
- Oversee the preparation of the annual budget in consultation with the Festival Committee.
- Monitor actual income and expenditure against the budget, providing regular reports to the committee and making recommendations for action as needed.
- Manage the festival's bank accounts and ensure all transactions are conducted in accordance with financial policies and procedures.
- Prepare and present quarterly and annual financial statements, ensuring transparency and accountability to stakeholders, sponsors, and the wider community.
- Reconcile bank statements, manage cash flow, and oversee payments to vendors, partners, and service providers.
- Coordinate with external accountants or auditors as required.

Grant Identification and Management:

Research and identify suitable grant opportunities from public and private sector sources, including national and local government schemes, charitable foundations, and environmental bodies.

Develop and maintain a grants calendar, tracking deadlines and reporting requirements for all active and potential grant applications.

Lead the preparation and submission of grant applications, working closely with relevant committee members and partners to ensure accurate and compelling content.

Ensure proper record-keeping and documentation for all grants, including application materials, correspondence, award letters, and grant agreements.

Monitor compliance with grant agreements, ensuring that deliverables, reporting, and financial management obligations are met in a timely and accurate manner.



Prepare and submit progress and financial reports to funders as required, maintaining positive relationships and proactively communicating about project developments.

Committee Participation and Advice:

Attend and actively participate in meetings of the Orkney Nature Festival Committee, providing financial updates and advice to support decision-making.

Support the committee in setting financial priorities and making informed choices about resource allocation.

Work collaboratively with other officers, volunteers, and festival partners to ensure that all activities adhere to financial best practices and funding requirements.

Compliance and Risk Management:

Ensure that all financial activities comply with relevant charity, company, and tax regulations.

Maintain awareness of changes in relevant legislation and best practices for financial and grant management.

Support risk assessment processes, particularly regarding financial sustainability, grant compliance, and fraud prevention.

Advise on insurance arrangements, contracts, and other financial risk areas associated with festival activities.

Reporting and Communication:

Prepare clear, concise, and accessible financial reports for internal and external audiences, including the annual festival report, committee updates, and reports to funders.

Communicate financial and grant-related information to stakeholders, committee members, sponsors, and the community in a timely and transparent manner.

Promote a culture of openness, accountability, and shared responsibility for the financial wellbeing of the festival.

Required Skills and Attributes

- **Financial Acumen:** Significant experience in financial management, budgeting, and reporting, preferably within the charity, events, or environmental sector.
- **Attention to Detail:** High level of accuracy in record-keeping, reconciliations, and financial administration.
- **Grant Writing:** Demonstrated ability to prepare successful grant applications, manage reporting deadlines, and cultivate relationships with funders.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to present complex information clearly to diverse audiences.
- **Organisational Skills:** Excellent time management and the ability to juggle multiple priorities, particularly during peak festival periods and grant deadlines.
- **Teamwork and Collaboration:** Capacity to work effectively within a volunteer committee, taking initiative while also supporting collective decision-making.



- Integrity and Discretion: Commitment to ethical financial stewardship, confidentiality, and the safeguarding of sensitive information.
- Passion for Nature and Community: Genuine interest in wildlife, conservation, and the aims of the Orkney Nature Festival.

Time Commitment and Working Arrangements

- The Treasurer and Grants Officer is expected to attend regular committee meetings (monthly) and play an active role in the planning and delivery of the annual festival.
- Peak activity periods may occur before and during the festival, as well as around financial year-end and grant deadlines.
- The role is voluntary, but reasonable expenses will be reimbursed according to the festival's policy.
- Some work may be undertaken remotely, with occasional in-person meetings and events in Orkney as required.

Support and Resources

- The Treasurer and Grants Officer will receive a thorough handover from the outgoing postholder, as well as ongoing support from the Festival Committee and Chair.
- Templates and tools for budgeting, reporting, and grant management will be provided.
- Opportunities for training and professional development in relevant areas (such as charity finance, grant writing, or environmental policy) may be available.

Application Process

- To apply, please submit a brief CV outlining your relevant experience and a cover letter explaining your interest in the role and the Orkney Nature Festival.

Equal Opportunities Statement

The Orkney Nature Festival is committed to creating a diverse and inclusive environment. We welcome applications from individuals of all backgrounds, and selection will be made based on skills, experience, and suitability for the role. Should you require any adjustments to participate in the recruitment process, please let us know.

Conclusion

The position of Treasurer and Grants Officer is a vital opportunity for someone with a passion for nature, keen financial skills, and an enthusiasm for community action. By ensuring robust financial management and securing essential funding, the role enables the Orkney Nature Festival to continue inspiring people to engage with and protect the natural wonders of Orkney for years to come.