



## **Voluntary Treasurer – Tidelines Book Festival**

### **Purpose of the Role**

The Treasurer is a volunteer trustee responsible for overseeing the financial management of Tidelines Book Festival, a charity based in Irvine, Ayrshire. The role helps ensure financial stability and supports the delivery of an inspiring annual festival celebrating books, authors, and community creativity.

### **Key Responsibilities**

#### **Financial Management & Budgeting**

- Maintain accurate, up-to-date financial records and ensure appropriate controls.
- Prepare the annual budget and work with the team to cost events and ensure viability.
- Support long-term financial planning for sustainability.

#### **Invoices & Payments**

- Raise invoices for ticket sales.
- Process payments (e.g. author fees) promptly.
- Keep clear records of all financial commitments.

#### **Grants & Fundraising**

- Work with trustees to identify funding opportunities and support grant applications.
- Ensure grant reporting requirements are met.

## **Governance & Reporting**

- Prepare annual accounts in line with charity regulations and submit returns to OSCR.
- Liaise with the independent examiner.
- Present financial information clearly to trustees.
- Contribute to the festival's strategic direction.

## **Skills & Qualities**

- Strong numeracy and attention to detail.
- Ability to explain financial information clearly.
- Organised, reliable, and able to work independently.
- Bookkeeping/financial experience desirable but not essential.
- Interest in books, culture, and community events.

## **Time Commitment**

- Approx. 3–8 hours per month, with a higher commitment after the September festival weekend.
- Monthly trustee meetings (online via Teams).
- This is an unpaid voluntary role.

## **What We Offer**

- A friendly, collaborative team passionate about books and community.
- A key role in shaping a local cultural event.
- Opportunities to meet authors.
- Support from fellow trustees.

## **Location**

The festival is based at Harbour Arts Theatre, Irvine, Ayrshire. Trustees should live within travelling distance and be able to attend festival events. Meetings are mainly online, with occasional in-person meetups.

## **How to Apply**

For an informal chat or more information, get in touch. To apply, email Julie Muir (Chair) at [tidelinesrecruitment@gmail.com](mailto:tidelinesrecruitment@gmail.com) with a short letter outlining your interest and relevant experience.

