

# Encounters

## Encounters Finance and Administrator – Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Professional administration qualification and / or professional arts administration experience	
<b>Experience</b>	Proven track record of communications and marketing planning and delivery Experience of Contact Management Systems Use of social networking media Notable administrative experience	Financial management, bookkeeping and accounting
<b>Skills</b>	Good IT skills with thorough knowledge of Microsoft Office and working collaboratively online Excellent organisational skills Strong written, interpersonal and communication skills Proofing skills	Ability to work with QuickBooks accounting software Accounting skills
<b>Personal attributes</b>	Energy and enthusiasm Self-motivation and initiative A flexible, open and broad minded approach Able to work well as part of a team Attention to detail	
<b>Other</b>	Willingness to work flexible hours	
<b>Special condition</b>	Sympathy and interest in the Encounters ethos of social and ecologically engaged participatory arts practice	