



Systems and Finance Administrator Role Description

TITLE:	Systems and Finance Administrator
FEE:	Approx 8 hours per week at £11/hour
MAIN PURPOSE OF THE ROLE	To assist the Senior General Manager and Finance Manager by processing regular tasks and maintaining internal processes to support the operations functions of the company
RESPONSIBLE TO:	Senior General Manager
LOCATION	To be based in Totnes, Devon with flexibility for some remote working

Background

Encounters is a company of artists, designers, facilitators and change agents. We work to create the conditions for a creative, caring, connected world in which we can all learn to flourish, living together within the Earth's ecological limits. Since 2003, Encounters has delivered projects across the UK bringing thousands of people together in imaginative and transformative ways to exchange experiences; creating a deeper understanding of themselves, each other and the wider natural world. We work locally in Devon, nationally and internationally and our Creative Leaders, Ruth Ben-Tovim, Shelley Castle, Anne- Marie Culhane and Lucy Neal, are highly experienced Creative practitioners who work across disciplines and art-forms supported by an active Board of Directors.

We are looking for a reliable Systems and Finance Administrator who can work systematically with the Operations team to maintain systems across the company's administration, financial, communication and project delivery systems. This administrator would work quite independently on tasks, though liaising regularly with the Senior General Manager and Finance Manager, and occasionally our freelance Project Managers.



How to apply

Application process: To apply, please email us your CV, including contact information for 2 referees, and a cover letter. Your cover letter should outline how your skills and experience would enable you to fulfil the main duties and responsibilities in the role description, and how you meet the person specification. Please keep your letter to no more than two sides of A4.

Email your CV and cover letter to: catherine@encounters-arts.org.uk

Closing Date: Rolling, applications will be accepted until post is filled

Duties & Responsibilities to include:

1. Day to day administration duties:

- Print and date receipt invoices and post
- Add contact details collected at events to our database
- Assemble and maintain official record of contracts
- Prepare papers needing review by Senior General Manager
- Ensure online files (google docs, Base camp) are tidy and up to date
- Help prepare health and safety evaluations
- Prepare and maintain index for key files (policies, Board meeting record, contracts, Philanthropy plan)
- Periodic update of organisation handbook
- Prepare welcome pack for new starters

2. Board



- Support Senior General Manager in staffing board meetings
- Action Note/Minute taking
- Preparing meeting papers

3. Finance:

- Run reports for Senior General Manager and Finance Manager
- Data Entry
 - Contracting
 - add new Contracts to official register
 - assign contract numbers
 - adding details to template contracts
 - Purchase Orders
 - add purchase orders related to approved contracts to quickbooks
- Support data entry to quickbooks as agreed with Finance Manager
- Ensure orderly and up to date files

4. Scheduling

- Update team timeline in conjunction with Senior General Manager
- Support scheduling of meetings

5. To carry out any other duties commensurate with the role

Person Spec



	ESSENTIAL	DESIRABLE
Qualifications		Undergraduate Degree with 2:1 or higher Completion of a Business Apprenticeship Level 4 NVQ Diploma in Business and Administration or working towards similar
Experience	Office/Bureaucratic Environment Financial processes Spreadsheet Based work Experience of CRM tool Use of social networking media Notable administrative experience	Using Quickbooks Using Mailchimp Using Hootsuite Using Google Docs, Google Sheets, Excel Using Basecamp
Skills	Excellent organisational skills Excellent interpersonal skills Good IT skills Strong numeracy and written communication skills	Financial Accounting skills Proofing skills
Personal attributes	Excellent attention to detail Naturally organised Focus, task orientated Energy and enthusiasm Self-motivation and initiative A flexible, open and broad minded approach Able to work well as part of a team Able to adapt to changing priorities	



Other Special condition		
	Willingness to work flexible hours	
	Empathy with and interest in the Encounters ethos of social and ecologically engaged participatory arts practice	