



= Book-keeper =
wanted
VOLUNTEER POSITION
from home

GRACE aid is a charity shop and storage unit based in Leegate, Lewisham. We are searching for a book-keeper that can dedicate an hour a week or a few hours at the end of each month to keep our day to day accounts in order.

Ideal Requirements:

- **Book-keeping experience**
- **XERO accounting software-** ability to use or willingness to learn
- **An eye for detail and ability to reconcile** between a variety of income sources
- **Ability to set 1 year budget forecasts** with assistance of the Treasurer
- **Willingness to assist with end of year accounts** in January
- **Support Treasurer in quarterly reporting to trustees**

Please contact us at: farrah@graceaid.org.uk

Expiry: None