

Volunteer Profile

Because London Needs Jesus

MISSION

CITY

LONDON

MINISTRY NAME Café Forever
POSITION TITLE Accountant/Bookkeeper
OVERSIGHT Hylton Bellinger
LOCATION 3 Glengall Grove, E14 3NE

HOURS

Ongoing

From: ASAP

Monday	1 day a month. Flexible
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	NA
Sunday	NA

Project based

Start:

Finish:

General Summary of Position

To do the data entry and bookkeeping work for Café Forever and to produce annual accounts in compliance with the requirements of the finance department of LCM. To collect receipts and invoices and prepare files and fill out excel entries into accounting system.

Tasks

1. Data entry
2. Excel management
3. General accounting
4. Annual financial report