



Volunteer - Bookkeeper

Hertsmere Mencap support over 200 children and adults with a learning disability and their families across the Borough of Hertsmere.

We are looking for a **Volunteer Bookkeeper** for **2-3 hours per week**; you will be able to work from home. You should have a **finance background with experience using Xero or similar accounting package**. Your main responsibilities will be inputting supplier invoices, raising customer invoices and bank reconciliations.

For further details and to apply, please send a CV and covering letter to **hdcomm@hertsmeremencap.org.uk**

www.hertsmeremencap.org.uk