

Volunteer Bookkeeper Wanted (2–4 hrs/month)

Lyme Regis Repair Café is looking for a friendly, numbers-savvy volunteer to help us keep our simple finances in order—and support our growing community!

What You'll Do

- **Maintain basic books** (income, expenses, petty cash)
- **Reconcile bank statements** each month
- **Assist with small grant applications** and end-of-year summaries
- **Prepare simple financial reports** for quarterly committee meetings

Time Commitment: 2–4 hours per month, plus attendance at **quarterly meetings** (in person or online).

Location: Primarily **work from home**, with occasional remote or in-person check-ins.

Who You Are

- Comfortable with basic bookkeeping and record-keeping
 - Confident handling numbers—but **no accounting qualification required**
 - Reliable, organised, and keen to support a local, eco-friendly cause
 - Able to join brief committee meetings and communicate progress
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What's In It for You

- Use or refresh your bookkeeping skills in a real-world setting
 - Contribute to a “mend it, don't bin it” community initiative
 - Flexible role that fits around your schedule
 - Work alongside a welcoming team of volunteers
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Interested?

Please get in touch:

lymeregisrepaircafe@gmail.com

Help us keep our finances tidy so we can focus on fixing things—and making our community greener!