

# MILLENNIUM FARM TRUST

providing opportunities for those with learning difficulties



October 2007

## MILLENNIUM FARM TRUST VACANCY: BOOK-KEEPER

Book-keeper 2-3 hours per week mainly entering income and expenditure on Excel spreadsheet, raising invoices and liaising with Treasurer.

There is also some statistical work ( converting volunteer hours and timesheets to bar charts and graphs) if the volunteer was interested.

Place of work could be the volunteer's own home or at Rede Hall Farm, Rede IP29 4UG ( if they have a lap top) on Tuesdays.

Liaising with Trustees and Treasurer could take place at mutually convenient times.

Should a recent grant application be successful ( the next board meeting of this grant making trust is 30th October) then there would be a paid post of 8 hours per week available( from February 2008) . A successful volunteer would have the advantage of an existing experience with M.F.T.

Should the grant application not be successful we would understand if the volunteer only wanted to commit to a 3-4 month position as a volunteer.

For further details contact Doug 01359 269614 or Bernadette 01359 230498

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