

**Company:** FixMyPension.com  
**Job Title:** Part-Time Book Keeper  
**Hours:** Part-Time, Permanent (22.5 hours a week)  
**Location:** Suite 16, Building 6, Croxley Park

### **The Company**

FixMyPension.com are well-established and highly-regarded retirement planning experts whose values include integrity; service and innovation. We are looking for ambitious people who share our values to join our expanding team; make a difference and help us grow into a national company. In return, FixMyPension.com offers interesting work; competitive salaries; enhanced holiday entitlement; a paid day-off on your birthday; training and e-learning; opportunities to develop your career and a friendly working environment with great social events.

### **The Role**

This is a stand-alone finance role whose purpose is to provide first class finance administration support. We are looking for someone who can hit the ground running, as well as demonstrate the ability and initiative to handle all aspects of finance administration and more. While the role is currently part-time, there is the opportunity for the role to develop & expand for the right candidate.

### **Main Job Tasks and Responsibilities**

- Ensures accurate management and data entry into accounting software packages and company spreadsheets
- Handles internal and external queries via telephone, email and letter
- Liaises with FMP's external accountancy firm
- Defines and reports on company metrics
- Sales ledger & credit control
- Purchase ledger
- Chases outstanding invoices
- Inputs receipts
- Looks after petty cash
- Purchasing
- Assists with cost control/budgeting
- Resolves supplier and internal invoice enquiries
- Ensures compliance with all FCA compliance regulations
- Raises invoices and ensures customer billing is accurate and timely
- Assists the operational teams and directors with ad hoc issues
- Finance administrative duties, including scanning; filing and photocopying, as needed

### **Skills and Experience**

- Proven track record of bookkeeping
- Highly IT literate with a good working knowledge of Word and Excel
- Solid working experience of Xero (desirable)
- Previous experience of working in financial services industry (desirable)

### **Values**

At FixMyPension.com we look for people who can demonstrate that they share the following values:

- Integrity
- Expertise
- Service
- Innovation
- Teamwork
- Adaptability

### **Equality**

FixMyPension.com recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### **Privacy**

For details of our candidate privacy notice, please see [www.fixmypension.com/fixmypensionjobs/privacy](http://www.fixmypension.com/fixmypensionjobs/privacy)