



**Job Title:** Book-keeper

**Role Type:** Part-time role

**Report To:** Managing Director

We are looking for a book-keeper to join our team at Mummy Cooks. This is a great opportunity for someone looking for part-time work.

**Main Responsibilities:**

- Posting purchase invoices and matching payments
- Allocating receipts to sales invoices and credit control
- Reconciling bank and credit card accounts
- Posting expense claims

**Desired Qualifications & Experience:**

- Minimum 3 -5 years' experience working within a bookkeeping role
- Ability to work on own initiative
- Excellent communication and organisational skills
- Fluency in both oral and written English essential
- Detailed oriented
- High degree of computer literacy, experience of Xero a bonus

**If you are interested please send your CV to: [jobs@mummycooks.com](mailto:jobs@mummycooks.com)**